

Gaelscoil Bharra 2020

Polasdaí GDPR & na Meáin Soisialta - Data Protection Policy & Social Media Policy

Réamhra/ Introduction

Ins an polasai seo tá eolas ar cén bealach a choinníonn an scoil eolas pearsanta ar baill foirne agus Boird, tuismitheoirí, daltaí agus iarr dhaltai agus conas a choinnítear e slán sabháilte. Gaelscoil Bharra's data protection policy sets out in writing the manner in which personal data on Board of Management members, staff, students and parents is kept and how the data concerned is protected.

Cuireadh an polasai seo le cheile de réir/ This policy was formulated with reference to:

- Eolas ón Choimisinéir Eolas- A guide for Data Controllers- Data Protection Commissioner
- www.dataprotectionschools.ie
- An Acht Eolais 1998-/ The Data Protection Act 1988
- An Acht Eolias 2003/The Data Protection (Amendment) Act 2003
- An Acht Oideachais 1998/ The Education Act 1998
- An Acht Leas Oideachais 2000/ Education Welfare Act 2000

Chuir an foireann scoile , ineineacht leis an pobal scoile agus an Bord Bainistíochta an polasai seo le cheile, a phléann le eolas pearsanta I bhfoirm scríofa agus ar ríomhairí , foia baill foirne, an Bord, tuismitheoiri agus páistí.

The policy was formulated by the Principal and members of the Board of Management. This policy applies to the keeping and processing of personal data, both in manual form, on computer, and in the cloud and includes personal data on Board members, staff, parents and pupils of St Damian's Primary School.

Tuigeann an scoil /Gaelscoil Bharra understands that:

Go gcaithfidimid cloi le tearmai an dhá Acht Eolais .

- Schools are obliged to comply with the Data Protection Act (1988) and the Data Protection (Amendment) Act (2003).

Caithfear tuismitheoirí agus iarr dhaltai ós cionn 18 a chur ar an eolas re tuairaiscí fúthu , ag baint lean oideachais.

- Parents of students, and students that have reached their 18th birthday, must be given access to records kept by the school relating to the progress of the student in his/her education. (Education Act 1988).

Caithfidh gach páiste bheith claraithe agus caithfear tinreamh a eagrú athann lá.

- The school must maintain a register of all students attending the school and must also maintain a record of attendance and non- attendance at the school on each school day. (Education Welfare Act 2000).

Aistriú Eolas Phearsanta/Transfer of Personal Data

Ta cead ag an Príomhoide nó 'data controller' faoina stiúr , eolas a chur chuig eagraíocht eile, má tá cúis leis.

The data controller, (normally the Principal of the school or another person designated by the Principal or Chairperson of the Board) may supply data , or information extracted from such data, to the data controller of another prescribed body if satisfied it will be used for a relevant purpose only. Examples of this are as follows:

- Tá cead ag an scoil eolas a thabhairt do mheanscoileanna, má tá paiste ag bogadh ansin. Caithfidh an scoil an pas NCCA a líonadh don mheánscoil . The school may supply information to secondary schools into which pupils are enrolled regarding their performance in standardised tests. The NCCA designed Education Passport is now mandatory for schools to use as they transfer from primary to secondary.
- Eolas atá de dhith ag eagraíochtaí rialtais , má chuidíonn sé l'achmhainní breise a fhail do pháistí le riachtainisí speisialta, mar shampla NEPS no NCSE. Information required by other government bodies so that resources may be obtained for use by children with Special Educational Needs e.g. National Council for Special Education (N.C.S.E.) or National Education Psychological Service (N.E.P.S.).
- An Roinn Oideachais/The Department of Education and Skills.
- Eolas a bhaineann le tinreamh daltaí le thabhairt go Tusla nó NEWB.Information regarding attendance/non Attendance of pupils may be given to TUSLA / National Education Welfare Board (NEWB).
- An Roinn Slainte, HSE. The Health Service Executive (H.S.E).
- Seirbhísi Clainne agus páistí .Child and Family Services such as Lucena Services, CAMHS and the H.S.E.
- Na Gardai/The Gardaí.

Tá an polasai roinnte i ndhá chuid mar seo a leanas/The policy content is divided into two sections as follows:

A. sonraí eolais pearsanta, an chúis leis agus an módh a choinnítear é. Details of all personal data which will be held, the format in which it will be held and the purpose(s) for collecting the data in each case.

B. Sonraí a bhaineann le rialacaha Chosaint Eolais. Details of the arrangements in place to ensure compliance with the eight rules of data protection.

Eolas pearsanta ag an scoil/ The personal data records held by the school may include:

- Sonraí foirne/Staff Records
- Ainm, seoladh, uimhir teileafóin & rí/Name, address and contact details.
- Uimhir PPS/PPS number.
- Taifid ceapacháin & iarratais/Original records of application and appointment.

· Sonraí neamhláithreachta- sos gairme & rí/Details of approved absences (career breaks, parental leave, study leave etc.).

· Sonraí oibre/ Details of work record (qualifications, classes taught, subjects etc.).

· Sonraí timpisti a tharla ar scoil/Details of any accidents /injuries sustained on school property or in connection with the staff member carrying out their duties.

· Taifid ar tuairiscí a chuirtear chuig eagraíochtaí cuí ag cloí le rialacha Cosaint Leanaí/.Records of any reports the school have made in respect of the staff member to the state department and/or other agencies under mandatory reporting legislation and or child safe-guarding guidelines which are subject to the DES Child Protection Procedures.

· Sonraí gearain /Details of complaints and/or grievances including consultations or competency discussions, action/improvement/evaluation plans and record of progress.

· ionas go mbeadh an scoil in ann cloí le rialacha ata leagtha síos ag an Acht SHW/ an Roinn Oideachais, Coimisiuneri cain, TUSLA, HSE agus eagraíochtaí cuí./ to enable the school to comply with its obligations as an employer including the preservation of a safe, efficient working and teaching environment (including complying with its responsibilities under the Safety, Health and Welfare At Work Act. 2005).

· to enable the school to comply with requirements set down by the Department of Education and Skills, the Revenue Commissioners, the National Council for Special Education, TUSLA, the HSE, and any other governmental, statutory and/or regulatory departments and/or agencies for compliance with legislation relevant to the school.

Suíomh/Location: caibinéid comhad & ríomhaire riarachain/ In a secure, locked filing cabinet and on the administration laptops /computers in the office.

Slandal/Security: Coinnítear taifid sa caibinéad comhad / ar ríomhaire san oifig. Caithfidh baill foirne bheith rúnda faoi na tuairiscí seo. coinnítear eolas faosta ar an córas Aladdin agus tá eolas ag an Roinn Oideachais re tinneas, sos gairme & rí. These records are kept as manual records in a filing cabinet that only personnel who are authorised to use the data can access. Employees are required to maintain the confidentiality of any data to which they have access. Some information is also stored on the office computers which are protected. Personal Contact details, PPS numbers, class records, duty lists and reports are stored on the office computer and in the cloud by Aladdin Systems. Records of promotions, career breaks, leave taken, illness etc, is available through the Department of Education and Skills On line Claims System (OLCS/Esinet).

Taifid daltaí/Student Records: ina measc/ These may include:

· Eolas a bhailítear nuair a thosnaíonn an páiste ar scoil m.sh. ainm , seoladh, uimhir teileafón, uimhir PPS , tuismitheoirí & rí. Information which may be sought and recorded at enrolment, and which may be collated and compiled during the course of the student's time in the school including: name, address and contact details, PPS number, names and addresses of parents/guardians and their contact details.

· eolas faoi aon riachtainaisi speisialta . m.sh, tinneas/records of relevant special conditions (e.g. special educational needs, health issues/ care orders/custody arrangements etc.) which may apply.

· Tuairiscí ó siceolaíthe & rí a bhaineann leo./ H.S.E. Early intervention reports, psychological/ psychiatric and /or medical assessments

- Eolas acadúla/Information on academic record.
 - eolas sláinte a bhaineann leis an scoil/School relevant medical records.
 - griangarafanna daltaí/ Photographs and recorded images of students.
 - eolas tinrimh/Attendance Records, class roll books/ Aladdin System/ Registers
 - eolas smacht/ pionóis/ Records of disciplinary issues and/or sanctions imposed.
 - Ma ghortaítear an páiste go dona/Serious Injuries and accident reports.
 - taifid ar aon tuairaisc a dheanann an scoil chuig an HSE & rí/Records of reports the school or its employees have made in respect of a student to State departments and or other agencies under mandatory reporting legislation and/ or child safe guarding guidelines.
 - Eolas re aon gearain ó thuismitheoirí/Records of meetings with Parents as part of the complaints procedures.
 - caithfear eolas a thabhairt d'iarr dhaltaí thar 18 ar son choláiste 3ú leibhéal/ cursaí oibre & rí. to furnish, when requested by the student (or their parents/guardians in the case of a student under 18 years) documentation/information/ references to third-level educational institutions and/or prospective employers. (a)
- Location: Beidh na tuairaisc seo i caibineid comhad faoi stiúir an Phríomhoide agus caithfear bheith rúnda faoi. Is féidir eolas fasta a chur ar an chóras Aladdin. Records are kept in a secure, locked filing cabinet that only personnel who are authorised to use the data can access. Additional Information is also stored on the Aladdin data system. Teachers have access via Aladdin to their own class data only. Employees are required to maintain the confidentiality of any data to which they have access. Confidential reports, child protection report forms, Continuum of Support documents are password controlled within the Aladdin system.

Eolas Bhoird Bhainsitíochta/Board of Management records maintained include:

- Ainm, soladh bhaill Bhord/ Name, address and contact details of each member of the Board of Management.
- Miontuairaisc chruinnithe/Minutes of board of management meetings.
- Cuntaisí bhainc/ airgid/Financial statements/ audits and certification of accounts.
- Litreacha chuig an Bord/ Correspondence to the board. The purpose for keeping Board of Management records include:
 - Eolas re gearain agus/nó cursaí smacht. Documentation relating to grievance and disciplinary procedures. These records are kept as manual records within the school's filing system and/or on the office computer. Other Information that may be retained by the school includes: The school will hold other records relating to individuals. The format in which these records will be kept are manual record (personal file within a relevant filing system), and/or computer record (database).

Coinnítear an t-eolas Bhoird faoi chúram an Príomhoide/ The Principal will keep all records re the Board in a safe location.

· Taifid CCTV/CCTV images/recordings

Tá CCTV timpeall na scoile ar son leasa na daltaí agus ar son chursaí slándála. CCTV is installed in the schools, externally i.e. perimeter walls/fencing. These CCTV systems may record images of staff, students and members of the public who visit the premises for the Safety and security of staff, students and visitors and to safeguard school property and equipment.

Is feidir leis an Príomhoide /Leas Phríomhoide agus an Runai an teolas seo a oscailt. Coinnítear an teolas ar feadh 28 la, ach amhain má tá se de dhíth ó na Gardai , ag cloi le rialacha an Acht 'Data Protection 1988 & 2003. Access to images/recordings is restricted to the principal & deputy principal of the school. Tapes, DVDs, hard disk recordings are retained for 28 days, except if required for the investigation of an incident (eg: vandalism, break-in). Images/recordings may be viewed or made available to An Garda Síochána pursuant to section 8 Data Protection Acts 1988 and 2003.

Iniuchadh Garda/ **Garda Vetting Information:** Caithfidh gach duine a oibríonn le páistí ar scoil iniuchadh a fháil o na Gardai. All adults working with children in any capacity within the school must be Garda vetted. Completed vetting forms are sent to An Foras Patrúnachta and from 2018 the results of vetting process are stored manually in a locked filing cabinet in the Principal's office to which only authorised personnel may have access. Bíonn iniuchadh muinteoiri tré an Comhairle Muinteoireachta . Teachers are vetted through the Teaching Council and the vetting outcome is available through the Digital Core which is password controlled by each individual teacher.

Rialacha Chosaint Eolais/ Rules of Data Protection

Ta an teolas seo uilig ag an scoil a n-úsáid de réir na rialacha leagtha síos an Acht Chosaint Eolais. All personal data records held by the school are obtained, processed, used and retained in accordance with the following eight rules of data protection based on the Data Protection Acts:

Is feidir le duine thar 18 eolas phearsanta a fháil ón scoil, má bhaineann se leo. Ma tá an páiste idir 12 agus 17 caithfidh se/sí tacaíocht a fhail on tuismitheoir/ caomhnoir . Ma tá se/sí faoi 12 , is feidir leis an tuismitheoir /caomhnóir e a fháil. The minimum age at which consent can be legitimately obtained for processing and disclosure of personal data under rules 1 and 3 above is not defined in the Data Protection Acts. However, guidance material published on the Data Protection Commissioner's website states the following: ***“As a general rule in the area of education, a student aged eighteen or older may give consent themselves. A student aged from twelve up to and including seventeen should give consent themselves and, in addition, consent should also be obtained from the student's parent or guardian. In the case of students under the age of twelve consent of a parent or guardian will suffice.”***

Links to other Policies and to Curriculum Delivery Relevant school policies already in place or being developed or reviewed, are examined with reference to the data protection policy and any implications which it has for them shall be addressed. The following policies may be among those considered:

· Riomhairí/ ICT Acceptable Use Policy Data –

Tá cead ag daoine eolas a fhail futhu má tá sé ar ríomhaire. Ní choir don scoil aon eolas ríomhaire a úsáid i gcomhair brabús airgid a bhaint .

in this school will be processed in line with the data subjects' rights. Data subjects have a right to:

1. Request access to any data held about them by a data controller.
2. Prevent the processing of their data for direct-marketing purposes.
3. Ask to have inaccurate data amended.

· The individual is entitled to a copy of their personal data (subject to some exemptions and prohibitions set down in Section 5 of the Data Protection Act).

Má tá eolas páiste eile air m.sh eachtar smacht, bheadh ar an scoil eolas faoin duine eile a scríosadh.

· No personal data can be supplied relating to another individual unless that third party has consented to the disclosure of their data to the applicant. Data will be carefully redacted to omit references to any other individual .

Idirlíon/School Website/Facebook page;

Ní chuirfear ainmneacha aon pháiste ar an suíomh scoile/leathnach Facebook. Caithfidh ar a laghad triúr a bheith i ngach griangraf. Cuirfear tuismitheoirí ar an eolas gach Meán Fomhair agus ní feidir leis an scoil aon griangrafanna a úsáid gan cead. Níl cead griangrafanna a thógail ach ar an fón scoile agus. Beidh na griangrafanna seo ar an ríomhaire san oifig.

Children's names will not be used on the school website or Facebook page. Parents will be notified of the school's photography policy at the start of every year and parents have the option of not having their children included on any publicity, school website etc. Photographs must include at least three children and can only be taken on the school phone camera. They will be stored on the office computer, which is password locked .

Providing Information over the Phone /Eolas ar an fón;

Má tá an Runaí/ fostai amhrasach faoi aeinne ar an fón, is feidir leo iarr orthu iad fein a aithint agus ní gá doibh eolas pearsanta a thabhairt gan chúis oiriúnach. Is feidir leo iarr ar an Príomhoide ple leis más gá.

In our school, any employee dealing with telephone enquiries is careful about disclosing any personal information held by the school over the phone. In particular the employee will:

- Check the identity of the caller to ensure that information is only given to a person who is entitled to that information.
- Refer the request to the Principal for assistance in difficult situations. No employee should feel forced into disclosing personal information.

Freagrachtaí / **Roles and Responsibilities**

Faoi stiur an Bhord Bainistíochta caithfidh an Príomhoide cinntiú go bhfuil an scoil ag cur an polasaí seo i bhfeidhm agus go bhfuil an foireann ar an eolas re na rialacha & rí. Cuideoidh an Leas Phríomhoide agus an Runai leis. In our school the Board of Management is the data controller and the Principal will be assigned the role of co-ordinating implementation of this Data Protection Policy, and for ensuring that staff who handle or have access to Personal Data are familiar with their data protection responsibilities.

Cuireadh an polasaí seo le cheile faoi stiur an Bhord Bainistíochta I 2018. This Data Protection Policy has been ratified by the Board of Management in 2018.

Cuirfear tuismitheoirí ar an eolas re an pholasaí seo/Parents/guardians and students will be informed of the Data Protection policy.

Sínithe

Cathaoirleach _____

Príomhoide _____

Coinneail Eolais/ Data Retention Periods for schools

<p style="text-align: center;">Daltaí/Pupil Related</p>	<p style="text-align: center;">Treimhse Coinneála Retention Periods</p>
<p>Leabhar Claruchain & Rolla School Register/Roll Books</p> <p>Iarratais/Enrolment Forms</p> <p>Notai Smacht/Disciplinary notes</p> <p>Scrúdaithe Caighdeánach/Test Results – Standardised</p> <p>Measunu/ Psychological Assessments etc.</p> <p>Tuairaiscí SEN Files/IEPS</p> <p>Droch Thimpisti Accident Reports</p> <p>Tuairaiscí Chosaint Leanai Child Protection Reports/Records</p>	<p>Go Deo - do not destroy</p> <p>Go dtí go bhfuil an dalta 25 Pupil is 25 Years</p> <p>Go dtí go bhfuil an páiste 25/until child is 25</p> <p>Go Deo/Never Destroy</p> <p>Go Deo/Never Destroy</p> <p>Go dtí go bhfuil an dalta 25/until pupil is 25</p> <p>“ “ “</p> <p>“ “ “</p>
<p style="text-align: center;">Agallaimh Interview Records</p>	
<p>Córas marcála/notai</p> <p>Marking Scheme</p>	<p>2 bhliain/ 18 months from close of competition plus 6 months in case Equality Tribunal needs to inform school that a claim is being taken</p>

<p style="text-align: center;">Foireann/ Staff Records</p>	
<p>Contract of Employment/Conradh Fostaiochta</p> <p>Teaching Council Registration/Clárúchain</p> <p>Vetting Records / Iniuchadh Garda</p> <p>Timpiste ar obair/Accident/Injury at work Reports</p>	<p>Retention for duration of employment + 7 years</p> <p style="text-align: center;">Fad is atá siad ar scoil & 7 bhliain</p> <p>(6 years to make a claim against the school plus 1 year for proceedings to be served on school)</p> <p>7 bhliain</p>
<p style="text-align: center;">Bord Bainistiochta/BoM Records</p>	
<p>BOM Agenda and Minutes /Miontuairaisc</p> <p>Taifid CC TV Recordings</p> <p>Cursai Airgidiis/Payroll & Taxation</p> <p>Biollai/adhmháil/Invoices/receipts</p> <p>Audited Accounts /Cuntaisí</p>	<p>Go deo/ Indefinitely</p> <p>28 la- ach amháin ma tá siad de dhith ó na Gardai/28 days normally. In the event of criminal investigation – as long as is necessary</p> <p>6 bhliain/Revenue require a 6-year period after the end of the tax year</p> <p>7 bhliain/Retain for 7 Years</p> <p>Go deo/Indefinitely</p>

GAELSCOIL BHARRA 2020

POLASAÍ MAIDIR LEIS NA MEÁIN SOISIALTA/ Social Media Policy

Cuireann Gaelscoil Bharra fáilte roimh theachtaireachtaí agus idirghníomhachtaí ar ár leathnaigh do na meain soisialta. Ní mór a thabhairt faoi deara áfach;

Bainfear aon bharúlacha/ábhar ata máslach nó neamhoiriúnach

Déanfar gach iarracht postálacha a dhéanamh I mBearla agus I nGaeilge

Beidh monatóireacht ar na leathnaigh

Déanfar gach iaracht freagra a thabhairt ar theachtaireachtaí/ceisteanna chomh luath agus is féidir.

Gaelscoil Bharra welcomes comments and interactions on it's social media pages. However , please note that;

Any offensive or inappropriate comments/content will be removed.

We endeavour to post in both Irish and English.

The page will be monitored

Comments /messages/queries will be responded asap.

Suíomh & Facebook-

Tá suíomh idirlíon ag an scoil ach bainfear níos mó úsáid as an leathnach Facebook.

Tá eolas ar an suíomh re. polasaithe, liostaí leabhair & rl. Beidh gá suíomh nua a chur ar bun I 2020

Cuirtear scéalta an lae ar Facebook- ní chuirtear ainm aon pháistí ar an idirlíon agus I gconai bíonn griangraf de ghrúpa, triúr ar a laghad I ngach griangraf.

School Website & Facebook-

The school webpage is primarily a vehicle for accessing information re the school- policies, rules, history, book lists, calendar etc.

As Facebook has become much more popular and easier to use, it is used for posting events/stories about the school.

Children's names are not used on any school pages and photographs must be of at least three children or of a group .

Polasaí Barúlacha-

Baineann Gaelscoil Bharra úsáid as na meáin shóisialta ar líne le heolas a roinnt, aiseolas a bhailiú agus comhrá a chruthú lenár bpobal. Cuirimid fáilte roimh smaointí agus tuairaimí ach bainfimid aon bharuil nó ábhar atá;

Graosta nó ciníoch.

Teanga bagrach , maslaidhe nó ionsaithe pearsanta

Raitis a d'fhéadfadh léabhal a bheith I gceist leo.

Ábhar bradaílthe; aon ábhar a sharaíonn aon dlí, coipcheart san áireamh

Eolas pearsanta ata príobháideach gan chead

Eolas nó naisc nach mbaineann leis an ábhar cainte

Cur chun cinn earraí/seirbhísí trachtála nó turscar

Gaelscoil Bharra uses interactive online social media to share information, gather feedback and create a dialogue with our community. We welcome your input and thoughts, but will remove comments or content that includes;

Obscene or racist content

Personal attacks, insults or threatening language

Potentially libellous statements

Plagiarised material, any material in violation of any laws, including copyright

Private, personal information published without consent

Information or links unrelated to the content

Commercial promotions or spam.

