

Polasaí um Chosaint Sonraí



Réamhrá

Cuireann Scoil Chaitlín Maude oscailteacht agus comhoibriú chun cinn idir an fhoireann, na tuismitheoirí agus na daltaí mar bhealach chun timpeallacht slán a chur ar fáil inar féidir le páiste forbairt agus barr a chumais a bhaint amach. Is fusa é seo a bhaint amach má tá oscailteacht, trédhearcacht agus comhoibriú ann idir an fhoireann, na tuismitheoirí, na daltaí agus páirtithe leasmhara eile.

Cheap Foireann agus Bord Bainistíochta Scoil Chaitlín Maude an beartas seo d'fhonn na taifid is gá a choimeád a shainaithint agus d'fhonn rúndacht agus nósanna imeachta soláimhsithe a chinntiú.

Baineann na nósanna imeachta leis an rochtain a bhíonn ag tuismitheoirí, daltaí agus páirtithe leasmhara ar dhoiciméid den chineál sin agus le stóráil shábháilte na sonraí.

Má tá difríocht idir a bhfuil scríofa as Gaeilge agus as Béarla sa pholasaí seo, glactar leis an leagan Gaeilge mar an leagan atá cruinn.

Réasúnaíocht

Riachtanas is ea polasaí um chosaint sonraí chun a chinntiú go bhfuil nósanna imeachta oiriúnacha curtha i bhfeidhm ag an scoil maidir le freagracht agus trédhearcacht.

Is nós maith é taifead a choimeád ar dhul chun cinn dalta ar mhaithe le riachtanais fhoghlama a shainaithint.

Caithfear beartas a chur i bhfeidhm chun a chinntiú go gcomhlíonann Scoil Chaitlín Maude an reachtaíocht chomh maith le h-implitreacha na roinne, mar shampla;

- An tAcht Oideachais, Alt 9(g) a éilíonn go dtabharfaidh scoil rochtain ar thaifid do dhaltaí thar 18 mbliana d'aois agus a dtuismitheoirí;
- An tAcht Oideachais (Leas) 2000 - lena n-áirítear forálacha a éilíonn go gcuirfidh scoil tuairisciú ar fáil maidir le tinreamh, le haistriú daltaí go scoileanna eile agus le cumarsáid leis an Oifigeach Leasa Oideachais;
- An tAcht um Chosaint Sonraí 1998 agus an tAcht um Chosaint Sonraí (Leasú) 2003;
- Imlitir 0056/2011 - maidir le cur i bhfeidhm Straitéis Litearthachta agus Uimhearhachta Náisiúnta a bhaineann le Measúnú;
- Imlitir 0024/2013 - maidir le córas na n-éileamh ar líne i mbunscoileanna aitheanta
- 0025/2015 - Príomhbhunachar Sonraí ar Líne
- (RCGS) Cosaint Sonraí 25ú Bealtaine 2018

Aidhmeanna agus Cuspóirí

- Tuisceant a shoiléiriú - i gcomhairle leis an bhfoireann, leis na tuismitheoirí agus leis an mbainistíocht - ar na cineálacha taifead dalta a choimeádtar agus conas is féidir na taifid seo a chur ar fáil.
- Chun a chinntiú go gcomhlíonann Scoil Chaitlín Maude na riachtanais reachtaíochta maidir le teidlíochtaí na ndaltaí, na foirne agus bhaill eile chomhphobal na scoile ar chosaint sonraí.
- Taifid chuí maidir le dul chun cinn oideachasúil na ndaltaí a chur ar bun, rud a fhágann go mbeidh tuismitheoirí agus na baill foirne ábalta cuidiú le foghlaim an pháiste ar bhealach fiúntach agus éifeachtach; agus a chinntiú go mbainfidh daltaí leas as múinteoireacht bhreise chuí agus as tacaíocht airgeadais.
- Tuairiscí ar dhul chun cinn oideachasúil an pháiste a thabhairt do na tuismitheoirí ar bhealach bríoch.
- Treoirlínte follasacha a bhunú ar conas na taifid sin a chur ar fáil do thuismitheoirí, do pháirtithe leasmhara agus d'iardhaltaí (os cionn 18 mbliana d'aois).
- Coinníollacha a leagan amach maidir leis an achar ama a gcoimeádfar na taifid agus na tuairiscí agus an modh ina gcoimeádfar iad.

An Ocht Riail Cosanta Sonraí

1. Bailigh agus próiseáil na sonraí go cóir, cothrom
2. Ná coimeád na sonraí ach amháin le haghaidh críche sonraithe, sainráite agus dleathaí amháin nó níos mó
3. Ná húsáid agus ná nocht na sonraí in aon slí a bheidh neamhréir leis na críocha sin
4. Coinnigh slán sábháilte an t-eolas agus na sonraí
5. Bíodh na sonraí beacht, comhlán agus suas chun dáta
6. Déan cinnte de go bhfuil na sonraí leordhóthanach, ábhartha gan a bheith iomarcach
7. Ná coimeád na sonraí níos faide ná mar is gá
8. Tabhair cóip de shonraí pearsanta an duine aonair dó/dí má iarrann sé/sí sin

Scóip

Sonraí: Ciallaíonn sin faisnéis i bhfoirm inar féidir í a phróiseáil. Áirítear ann sonraí uathoibríthe (faisnéis ar ríomhaire nó faisnéis a taifeadadh chun í a chur ar ríomhaire ar ball) agus lámhshonraí (faisnéis a choimeádtar mar chuid de chóras comhaid ábhartha nó le hintinn a bheith ina chuid de chóras comhaid ábhartha).

Córas Comhaid Ábhartha: Ciallaíonn sé seo aon tacar d'fhaisnéis, bíodh is nach bhfuil sé ríomhairithe, atá struchtúrtha trí thagairt do dhaoine aonair, nó trí thagairt do chritéir i dtaobh daoine aonair, i dtreo is gur furasta rochtain ar fhaisnéis shonrach i dtaobh daoine aonair ar leith.

Sonraí Pearsanta: Ciallaíonn sé seo sonraí a bhaineann le duine aonair gur féidir é/í a aithint ó na sonraí nó ó na sonraí i dteannta faisnéise eile atá i seilbh an Oifigigh Cosanta Sonraí.

Treoirlínte

Is é an Bord an Rialaitheoir Cosanta Sonraí.

- i. **Sonraí Pearsanta:**

Baineann na sonraí sin le sonraí pearsanta na ndaltaí, mar shampla, ainm, seoladh, dáta breithe, inscne, náisiúntacht, bunadh eitneach (roghnach), creideamh (roghnach), sonraí leighis, eolas ar réim bia, UPSP, sonraí teagmhála agus ainmneacha na dtuismitheoirí.

Tá tuairiscí /measúnaithe coiméadaithe go leictreonach ar Aladdin agus cuirfear na cóipeanna crua abhaile.

Tá taifid faoi iar-scoláirí coméadta sa seomra daingean, a bhíonn faoi ghlas.

Coimeádtar na taifid sin i bhfoirm páipéir i gcófra faoi ghlas in oifig an rúnaí, i bhfoirm leictreonach ar ríomhaire scoile atá faoi chosaint ag pasfhocal agus ar bunachar sonraí/scarbhileoga scoile, lena n-áirítear Aladdin. Tá fáil ag an bPríomhoide, ag an Rúnaí agus ag an gCathaoirleach orthu más gá.

ii. **Taifid na nDaltaí**

Úsáidtear córas leictreonach Aladdin sa scoil i láthair na huaire. Tá doiciméad siceolaíochta/cliniciúil/OT/S&L á gcoimeád ar Aladdin agus an cóip crua seolta abhaile.

iii. **Sonraí Ball Foirne**

Baineann na sonraí seo le heolas pearsanta agus gairmiúil na mball foirne, mar shampla, ainm, seoladh, dáta breithe, sonraí teagmhála, uimhir phárolla, taifid tinrimh, cáilíochtaí, taifid scoile, saoire bhreiteachta, Teastais ón gComhairle Múinteoireachta, Teastais Ghrinnfhiosrúcháin, Forbairt Ghairmiúil Leanúnach, CVanna, tuairisceáin scoile, ranganna a múineadh agus sinsearach.

Coimeádtar na taifid seo i gcófra in oifig an Príomhoide agus tá fáil ag an gCathaoirleach agus ag an bPríomhoide orthu. Tá fáil ar eolas bunúsach in oifig an rúnaí agus tá fáil ar an t-eolas seo ag an rúnaí, ag an bPríomhoide agus ag an gCathaoirleach.

iv. **Sonraí Riaracháin**

Is éard atá sna sonraí seo ná:

- Leathanaigh feitheoireachta
- Polasaithe
- Comhaid FSS, Tusla, Gardaí, Aladdin, Roinn Oideachais
- Cuntais
- Tuairiscí Tinrimh

Coimeádtar cuid de na taifid seo i bhfoirm páipéir in oifig an rúnaí, cuid eile in oifig an Phríomhoide. Coimeádtar cuid dóibh i bhfoirm leictreonach ar bhunachar sonraí na scoile – is é sin Aladdin i láthair na huaire.

v. **Comhaid an Bhoird Bhainistíochta**

Comhaid an Bhoird Bhainistíochta lena n-áirítear na sonraí seo a leanas de ghnáth:

- ainmneacha agus sonraí teagmhála gach ball den Bhard

- sonraí cheapacháin an Bhoird
- cuntais scoile, íocaíochtaí deontais, íocaíochtaí síntiús scoile srl.
- Miontuairiscí chruinnithe an Bhoird
- Comhfhreagras don Bhord ina bhféadfaidh tagairtí do dhaoine aonair a bheith san áireamh

Bíonn líon taifead coiméadta in oifig an rúnaí. Coimeádann an Príomhoide na taifid i bhfoirm páipéir agus tá siad ar fáil i bhfoirm leictreonach ar ríomhaire an Phríomhoide agus tá fáil ag an gCathaoirleach, agus ag an gCisteoir más gá, orthu.

vi. **Polasaí Ríomhfhiosrú na nGardaí**

Mar chuid de pholasaí Ríomhfhiosrú na nGardaí, déantar grinnfhiosrúchán ar dhaoine (tuismitheoirí san áireamh) a mbeadh teagmháil acu le páistí scoile agus iad ag tacú leis an scoil i róil éagsúla, trí Phátrún na scoile. Tá an t-eolas a bhailítear príobháideach agus rúnda agus is é an príomhoide agus duine ainmnithe ón mBord Bainistíochta (an Cathaoirleach) a fheiceann an t-eolas a thagann ar ais ó Phátrún na scoile. Tá an t-eolas seo stóráilte in oifig an phríomhoide.

Fáil ar thaifid

Beidh fáil ag na grúpaí seo a leanas ar na sonraí leagtha amach thuas i gcás inarb ábhartha agus iomchuí;

- Tuismitheoirí/caomhnóirí
- Iardhaltaí os cionn 18 mbliana d'aois
- Feidhmeannacht na Seirbhíse Sláinte (FSS)/áisíneacht sheachtrach Pearsanra scoile thuasainmnithe
- An Roinn Oideachais
- Bunscoileanna agus scoileanna dara leibhéal (i gcás inarb iomchuí)

Caithfidh tuismitheoirí cead a thabhairt i bhfoirm scríbhinn nó trí ríomhphost a sheoladh sa chás go n-aistrítear sonraí go gníomhairí lasmuigh, mar shampla, gairmithe sláinte etc. Más mian le gníomhairí lasmuigh fáil ar thaifid a iarraidh, caithfidh siad an t-iarratas a chur isteach i scríbhinn. Tá an ceart chun scriosta agus coigeartaithe sonraí ann más gá aon earráidí a cheartú – déantar é seo de réir an údaraithe chuí agus na nósanna imeachta céanna i scríbhinn chuig an tOifigeach um Chosaint Sonraí.

Ag Freagairt Iarratais

Tabharfaidh an Bord freagra d'iarratas laistigh de 30 lá den iarratas.

Tuairiscí Scoile Bliantúla

Úsáidtear foirm thuairisce scoile chaighdeánaithe agus déantar í seo a eisiúint i Mí an Mheithimh.

Ag aistriú go scoil eile

Téann an Pas Oideachasúil do dhaltáí i Rang 6 chuig an meánscoil cuí, tar éis dearbhú a fháil ón meánscoil go bhfuil siad cláraithe ann. Ma tharlaíonn aistriú in aon bhliain eile, faightear cead i scríbhín ón dtuismitheoir/gcaomhnóir an t-eolas seo a thabhairt don scoil nua.

Stóráil

- i. Cuirtear taifid na ndaltaí i dtaisce sa scoil go dtí go bhfuil an dalta cúig bhliain is fiche d'aois. Coimeádtar na taifid i gcomhad atá laistigh de sheomra stórais agus ar bhunachar sonraí na scoile. Féach Aguisín a 1. Tá na taifid agus na córais ríomhairithe cosanta ag pasfhocal.
- ii. Cuirtear taifid gach ball foirne i dtaisce sa scoil de réir threoirlínte Aguisín a 1.
- iii. Cuirtear na taifid i dtaisce de réir threoirlínte na roinne;
- iv. Coimeádann gach múinteoir próifíl den dalta agus roinnt taifead ina s(h)eomra ranga féin agus cuirtear ar aghaidh iad chuig an gcéad mhúinteoir eile nuair a bhogann an dalta go dtí an chéad rang eile.
- v. Déantar dramhpháipéir/asphiontaí a stialladh/a dhiúscairt go cúramach.
- vi. Tá fáil ag pearsana údaráithe amháin ar na taifid stóráilte.

Nóta: tá tuilleadh eolais faoi stóráil agus tréimhsí ama in Aguisín 1.

Stórais Sonraí Leictreonach

Déanaimid sonraí pearsanta leanaí a bhailiú agus a phróiseáil chun oideachas ár gcuid daltaí a riarú. Cuirfimid sonraí na páistí i gCóras Faisnéise Bainistíochta na scoile, Aladdin. Is bogearraí slán é Aladdin atá faoi úinéireacht agus á reachtáil ag Cloudware Ltd (T/A Aladdin Schools), agus ní dhéantar na sonraí a phróiseáil ach chun na críche seo amháin.

Déanfar sonraí na scoile a óstail lasmuigh den suíomh ag comhlacht ar conradh, ar nós Aladdin Connect faoi láthair. Úsáidtear Aladdin Connect chun cead a fháil do thurais, siúlóidí, cuairteanna faoi leith srl. Slánófar méid áirithe sonraí leictreonach sa scoil. Déanfar cinnte go bhfuil an t-eolas seo sábháilte agus criptiú déanta air. Déanfar athstóráil ar eolas/sonraí chuig an gcomhlacht atá fostaithe ag an scoil. Déanfar cinnte go bhfuil criptiú déanta agus an teolas á sheoladh agus arís fad is atá sé i dtaisce.

I measc na n-ardán oideachasúil atá in úsáid i Scoil Chaitlín Maude tá: Google Classroom, Gsuite, Zoom, Meet agus Teams.

Sárú Sonraí a Thuairisciú

Má dhéantar sárú ar pholasaí chosaint sonraí na scoile, déanfaidh Bord Bainistíochta na scoile an scéal a fhiosrú. Má dhéantar sárú nó má chailltear sonraí pearsanta ón scoil, déanfar é a thuairisciú chuig Oifig an Chomisinéir Cosaint Sonraí taobh istigh de 72 uair a chloig, fiú mura bhfuil an himscrúdú curtha i gcríoch. Má cheaptar go dtiocfadh dochar do dhuine de bharr cás sáráithe sonraí, cuirfean an duine ar an eolas chomh luath agus is féidir.

Cead Griangraif

Lorgáitear cead ó thuistí nuair atá siad ag clárú a bpáiste sa scoil ar an tuiscint go nglacfar grianghraif dá bpáiste ag ócáidí / gníomhaíochtaí scoile agus go n-úsáidfear iad sna meáin shóisialta scoile. Is

féidir aistarraingt a dhéanamh ar an gcead sin ag am ar bith ach scríobh chuig Bord Bainistíochta na scoile.

Critéir Ratha

- Comhlíonadh na nAchtanna Cosaint Sonraí agus Reacht na dTréimhsí
- Fáil éasca ar thaifid
- Creat curtha ar bun ar mhaithe le héascaíocht tiomsaithe agus tuairiscí a thabhairt
- Stóráil taifead soláimhsithe

Róil & Freagrachtaí

Cuirfidh foireann na scoile, faoi stiúir an Phríomhoide, an polasaí i bhfeidhm agus déanfaidh siad monatóireacht air. Déanfaidh gach múinteoir na trialacha ranga ar fad a cheapadh, a thabhairt amach agus a thaifead. Déanfaidh an Príomhoide cinnte go gcoimeádtar na taifid agus go gcuirtear i dtaisce iad.

Athbhreithniú

Déanfar athbhreithniú ar an bpolasaí seo de réir mar is gá.

Daingniú agus Cumarsáid

Rinneadh an polasaí seo a dhaingniú ag cruinniú Boird Bhainistíochta.

Cuirfear cóip den pholasaí seo ar fáil do bhaill foirne, do Choiste na dTuistí agus do gach tuismitheoir trí shuíomh idirlín na scoile.

SÍNITHE

Marius Ó Séaracháin *Príomhoide*

Cathaoirleach

Dáta: 27.04.26

Príomhoide

Data Protection Policy



Introduction

Scoil Chaitlín Maude promotes openness and cooperation between staff, parents, and pupils as a means of providing a safe environment in which children can develop and achieve their full potential. This is more easily achieved where there is openness, transparency, and collaboration among staff, parents, pupils, and other stakeholders.

The staff and Board of Management of Scoil Chaitlín Maude developed this policy in order to identify the records that must be maintained and to ensure confidentiality and manageable procedures.

The procedures relate to access by parents, pupils, and stakeholders to such documents and to the secure storage of data.

In the event of any discrepancy between the Irish and English versions of this policy, the Irish version shall be regarded as the accurate version.

Rationale

A data protection policy is necessary to ensure that the school has appropriate procedures in place regarding accountability and transparency.

Maintaining records of a pupil's progress is good practice in identifying learning needs.

A policy must be implemented to ensure that Scoil Chaitlín Maude complies with legislation and Department circulars, including:

- The Education Act, Section 9(g), which requires schools to provide access to records for pupils over 18 years of age and their parents;
- The Education (Welfare) Act 2000, including provisions requiring schools to report on attendance, transfer of pupils to other schools, and communication with the Educational Welfare Officer;
- The Data Protection Act 1998 and the Data Protection (Amendment) Act 2003;
- Circular 0056/2011 regarding the implementation of the National Literacy and Numeracy Strategy relating to Assessment;
- Circular 0024/2013 regarding the online claims system for recognised primary schools;
- Circular 0025/2015 – Primary Online Database (POD);
- GDPR (General Data Protection Regulation), 25 May 2018.

Aims and Objectives

- To clarify understanding — in consultation with staff, parents, and management — regarding the types of pupil records maintained and how these records may be accessed.
- To ensure that Scoil Chaitlín Maude complies with legislative requirements concerning the data protection rights of pupils, staff, and other members of the school community.
- To establish appropriate records relating to pupils' educational progress, enabling parents and staff to support children's learning in a meaningful and effective way, and to ensure pupils benefit from appropriate additional teaching and financial support.
- To provide parents with meaningful reports on their child's educational progress.
- To establish clear guidelines regarding how such records may be accessed by parents, stakeholders, and former pupils (over 18 years of age).
- To outline conditions regarding how long records and reports are retained and the methods by which they are stored.

The Eight Rules of Data Protection

1. Obtain and process information fairly.
2. Keep data only for one or more specified, explicit, and lawful purposes.
3. Use and disclose data only in ways compatible with those purposes.
4. Keep data safe and secure.
5. Keep data accurate, complete, and up to date.
6. Ensure data is adequate, relevant, and not excessive.
7. Retain data no longer than necessary.
8. Provide a copy of personal data to the individual concerned upon request.

Scope

Data

This means information in a form that can be processed. It includes automated data (information on computer or recorded with the intention of being processed by computer) and manual data (information kept as part of a relevant filing system or intended to form part of such a system).

Relevant Filing System

This means any set of information, whether computerised or not, structured by reference to individuals or by criteria relating to individuals so that specific information relating to a particular individual is readily accessible.

Personal Data

This means data relating to an individual who can be identified from the data or from the data together with other information in the possession of the Data Protection Officer.

Guidelines

The Board of Management

The Board is the Data Controller.

i. Personal Data

This includes pupils' personal data such as name, address, date of birth, gender, nationality, ethnic background (optional), religion (optional), medical details, dietary information, PPSN, contact details, and parents' names.

Reports and assessments are stored electronically on Aladdin and hard copies are sent home.

Records relating to former pupils are stored in a locked secure room.

These records are maintained in paper form in a locked cabinet in the secretary's office, electronically on password-protected school computers, and on school databases/spreadsheets including Aladdin. Access is available to the Principal, Secretary, and Chairperson where necessary.

ii. Pupil Records

The school currently uses the electronic system Aladdin. Psychological/clinical/occupational therapy/speech and language reports are stored on Aladdin and hard copies are sent home.

iii. Staff Data

This includes personal and professional information relating to staff members such as name, address, date of birth, contact details, payroll number, attendance records, qualifications, school records, sick leave, Teaching Council certificates, Garda Vetting certificates, Continuing Professional Development records, CVs, school returns, classes taught, and seniority.

These records are stored in a cabinet in the Principal's office and are accessible to the Chairperson and Principal. Basic information is available in the secretary's office and accessible to the Secretary, Principal, and Chairperson.

iv. Administrative Data

This includes:

- Supervision schedules
- Policies
- HSE, Tusla, Gardaí, Aladdin, and Department of Education files
- Accounts
- Attendance reports

Some of these records are stored in paper form in the secretary's office and others in the Principal's office. Some are stored electronically on the school database, currently Aladdin.

v. Board of Management Files

Board of Management files generally include:

- Names and contact details of all Board members
- Details relating to Board appointments
- School accounts, grant payments, school contribution payments, etc.
- Minutes of Board meetings
- Correspondence to the Board which may include references to individuals

A number of records are maintained in the secretary's office. The Principal keeps paper records and electronic copies on the Principal's computer. These are accessible to the Chairperson and Treasurer where necessary.

Garda Vetting Policy

As part of the school's Garda Vetting Policy, individuals (including parents) who may have contact with school children while supporting the school in various roles are vetted through the school Patron. The information collected is private and confidential, and only the Principal and a nominated Board of Management representative (the Chairperson) may view information returned from the Patron. This information is stored in the Principal's office.

Access to Records

The following groups may access the data outlined above where relevant and appropriate:

- Parents/guardians
- Former pupils over 18 years of age
- Health Service Executive (HSE)/external agencies
- Named school personnel
- Department of Education
- Primary and post-primary schools (where appropriate)

Parents must provide written consent or send an email where data is transferred to outside agencies such as health professionals, etc. If outside agencies wish to request access to records, they must submit the request in writing.

There is a right to erasure and rectification of data where errors need to be corrected. This is carried out according to appropriate authorisation and procedures through written application to the Data Protection Officer.

Responding to Requests

The Board will respond to requests within 30 days of receipt of the request.

Annual School Reports

A standardised school report form is used and issued in June.

Transfer to Another School

The Educational Passport for pupils in 6th Class is forwarded to the relevant secondary school once confirmation of enrolment has been received. If a transfer occurs in any other year, written permission is obtained from the parent/guardian before this information is transferred to the new school.

Storage

Pupil records are retained by the school until the pupil reaches twenty-five years of age. Records are stored in files within a storage room and on the school database. See Appendix 1. Records and computer systems are password protected.

Staff records are retained by the school in accordance with the guidelines in Appendix 1.

Records are stored according to Department guidelines.

Each teacher maintains a pupil profile and certain records in their own classroom, which are passed to the next teacher when the pupil moves to the next class.

Waste paper/printouts are shredded/disposed of carefully.

Only authorised personnel have access to stored records.

Electronic Data Storage

We collect and process children's personal data in order to administer the education of our pupils. Children's data is stored on the school's Management Information System, Aladdin. Aladdin is secure software owned and operated by Cloudware Ltd (trading as Aladdin Schools), and data is processed solely for this purpose.

School data is hosted off-site by contracted providers such as Aladdin Connect. Aladdin Connect is used to obtain permission for tours, walks, special visits, etc. Certain electronic data is stored within the school. Every effort is made to ensure that this information is secure and encrypted. Backup storage of information/data is carried out through companies employed by the school. Encryption is ensured both during transmission and while data is stored.

Educational platforms currently in use in Scoil Chaitlín Maude include Google Classroom, G Suite, Zoom, Meet, and Teams.

Reporting a Data Breach

If a breach of the school's data protection policy occurs, the Board of Management will investigate the matter. If a breach or loss of personal data occurs, it will be reported to the Office of the Data Protection Commissioner within 72 hours, even if the investigation has not been completed. If it is believed that a person may suffer harm as a result of the breach, that person will be informed as soon as possible.

Consent for Photographs

Consent is sought from parents when enrolling their child in the school on the understanding that photographs may be taken of their child during school events/activities and used on school social media platforms. Consent may be withdrawn at any time by writing to the school's Board of Management.

Success Criteria

- Compliance with Data Protection Acts and Statute of Limitations requirements
- Easy access to records
- A framework established to facilitate efficient collection and reporting
- Manageable storage of records

Roles & Responsibilities

The school staff, under the direction of the Principal, will implement and monitor the policy. Each teacher will devise, administer, and record all class tests. The Principal will ensure records are maintained and stored appropriately.

Review

This policy will be reviewed as necessary.

Ratification and Communication

This policy was ratified at a meeting of the Board of Management.

A copy of this policy will be made available to staff members, the Parents' Association Committee, and all parents through the school website.