

Draft Data Protection Policy Document 2014

Summer Reports

- A copy of the Summer Report is posted to the **homes of parents/guardians of every child from Infants to Sixth** before the end of the last term. These reports are composed in PDF format, devised by the NCCA.
- Each teacher fills in the report, keeps a copy in a designated folder file on each teacher's lap top.
- It is also saved centrally to a secure site as back up.
- We also retain a **printed version, kept on file until the child is 18 years old**, in a filing cabinet in each child's folder. This folder is made available to the child's new teacher when transferring from classroom to classroom in September i.e. infants to First and Third to Fourth in our school.

Work Samples, Test Results, Notes from PTMs

A folder containing observations, test results, work samples and preparatory scripts for PTMs is kept in a folder for each child. This is kept in a filing cabinet and is filled from year to year by the class teacher. It is available to teaching staff but is kept on file until the child is 18 years old.

Test Booklets and Answer Sheets

Test booklets are bulky and are rarely required by Class Teachers as we generally use the Class Record Sheets to review past performance in Standardised Testing. However, we aim to keep the **current test booklets and answer sheets plus the previous year's test papers on file i.e. 2 years of test results**. Therefore, in the event that a pupil's scores drop or rise dramatically we review their actual performance question by question , on paper.

We will aim to hold these tests for 2 years for comparison purposes. Only Record Sheets of Scores are kept on file long-term i.e. until the child has reached 18 years/or is graduated from Secondary School.

Transfer of Files/Summer Reports

- When children graduate from Sixth Class we forward Standardised Test results and School Report to their new school on request as directed by DES guidelines.
- In the event that a **family is leaving our school** and will be enrolling in another primary school we forward our school reports on request to that school and relevant test results to ensure good continuity of education and care for the pupils.

NOTE: We **do not** transfer information re. **HSE contacts or personal information directly to another school/institution.** We endeavour to inform the relevant Social Worker in the child's new jurisdiction of the planned transfer and give the enrolment details of the children involved to the Social worker on duty. Our aim is to ensure that children who have been a cause of concern for us re. neglect, abuse and/or who have been referred to the HSE will continue to receive care if needed.

Any correspondence/files on these children will be held in both our school and the relevant HSE Dept. we can also ensure supervision can continue without breaching the right of privacy right of those individuals/families. It is the responsibility of the DLP and also our responsibility to inform the new school of HSE involvement so that they may ensure continuing care.

Other Agencies

- Information re. date of birth, class, numbers of boys/girls are given, with the permission of parents to the HSE to facilitate inoculations, dental checks and vision/hearing screening.
- We facilitate Parish Administration with the provision of similar data, with parental consent sought each September from parents/guardians.
- No personal data/records are provided to anyone by the school without the prior written consent to the specified party i.e. those listed above. (see Transfer of Files/Summer Reports)
- Data will only be released to legal guardians under the age of 18 years of age.