

**ST. DYMPHNA'S**  
**DATA PROTECTION POLICY FEBRUARY 2019**

**INTRODUCTORY STATEMENT**

The school's Data Protection Policy applies to the ***personal data*** held by the school's Board of Management (BOM), which is protected by the Data Protection Acts 1988 to 2018 and the EU General Data Protection Regulation (GDPR)

The policy applies to all school staff, the Board of Management, parents/guardians, students and others (including prospective or potential students and their parents/guardians and applicants for staff positions within the school) in so far as the measures under the policy relate to them. Data will be stored securely, so that confidential information is protected in compliance with relevant legislation. This policy sets out the manner in which personal data and special categories of personal data will be protected by the school

St. Dymphna's school operates a "***Privacy by Design***" method in relation to Data Protection. This means we plan carefully when gathering personal data so that we build in the ***data protection principles*** as integral elements of all data operations in advance. We audit the personal data we hold in order to:

1. be able to provide access to individuals to their data
2. ensure it is held securely
3. document our data protection procedures
4. enhance accountability and transparency

**SECTION 2: DATA PROTECTION PRINCIPLES**

The school BOM is a *data controller of personal data* relating to its past, present and future staff, students, parents/guardians and other members of the school community. As such, the BOM is obliged to comply with the principles of data protection set out in the Data Protection Acts 1988 to 2018 and GDPR, which can be summarised as follows:

**1. Obtain and process Personal Data fairly**

Information on students is gathered with the help of parents/guardians and staff. Information is also transferred from their previous schools. In relation to information the school holds on other individuals (members of staff, individuals applying for positions within the School, parents/guardians of students, etc.), the information is generally furnished by the individuals themselves with full and informed consent and compiled during the course of their employment or contact with the School. All such

data is treated in accordance with the Data Protection legislation and the terms of this Data Protection Policy. The information will be obtained and processed fairly

## **2. Consent**

Where consent is the basis for provision of personal data, (e.g. data required to participate in Special Olympics or an out of school activity,) the consent must be a freely-given, specific, informed and an unambiguous indication of the data subject's wishes. St. Dymphna's will require a clear, affirmative action e.g. ticking of a box/signing a document to indicate consent. Consent can be withdrawn by data subjects in these situations

## **3. Keep it only for one or more specified and explicit lawful purposes**

The BOM will inform individuals of the reasons they collect their data and the uses to which their data will be put. All information is kept with the best interest of the individual in mind at all times

## **4. Process it only in ways compatible with the purposes for which it was given initially**

Data relating to individuals will only be processed in a manner consistent with the purposes for which it was gathered. Information will only be disclosed on a 'need to know' basis, and access to it will be strictly controlled

## **5. Keep Personal Data safe and secure**

Only those with a genuine reason for doing so may gain access to the information. Personal Data is securely stored under lock and key in the case of manual records and protected with computer software and password protection in the case of electronically stored data. Portable devices storing personal data (such as laptops) are encrypted and password-protected

## **6. Keep Personal Data accurate, complete and up-to-date**

Students, parents/guardians, and/or staff should inform the school of any change which the school should make to their personal data and/or sensitive personal data to ensure that the individual's data is accurate, complete and up-to-date. Once informed, the school will make all necessary changes to the relevant records. Records must not be altered or destroyed without proper authorization. If alteration/correction is required, then a note of the fact of such authorization and the alteration(s) to be made to any original record/documentation should be dated and signed by the person making that change

## **7. Ensure that it is adequate, relevant and not excessive**

Only the necessary amount of information required to provide an adequate service will be gathered and stored

**8. Retain it no longer than is necessary for the specified purpose or purposes for which it was given**

As a general rule, the information will be kept for the duration of the individual's time in the school. Thereafter, the school will comply with DES guidelines on the storage of Personal Data relating to a student. In the case of members of staff, the school will comply with both DES guidelines and the requirements of the Revenue Commissioners with regard to the retention of records relating to employees. The school may also retain the data relating to an individual for a longer length of time for the purposes of complying with relevant provisions of law and or/defending a claim under employment legislation and/or contract and/or civil law. See School Record Retention table

**9. Provide a copy of their personal data to any individual on request**

Individuals have a right to know and have access to a copy of personal data held about them, by whom, and the purpose for which it is held

**SECTION 3: SCOPE**

The Data Protection legislation applies to the keeping and processing of *Personal Data*. The purpose of this policy is to assist the school to meet its statutory obligations, to explain those obligations to school staff, and to inform staff, students and their parents/guardians how their data will be treated

The policy applies to all school staff, the Board of Management, parents/guardians, students and others (including prospective or potential students and their parents/guardians, and applicants for staff positions within the school) insofar as the school handles or processes their *Personal Data* in the course of their dealings with the school

**Definition of Data Protection Terms**

In order to properly understand the school's obligations, there are some key terms, which should be understood by all relevant school staff:

*Personal Data* means any data relating to an identified or identifiable natural person i.e. a living individual who is or can be identified either from the data or from the data in conjunction with other information that is in, or is likely to come into, the possession of the Data Controller (BOM)

*Data Controller* is the Board of Management of the school

*Data Subject* - is an individual who is the subject of personal data

*Data Processing* - performing any operation or set of operations on data, including:

- Obtaining, recording or keeping the data,

- Collecting, organizing, storing, altering or adapting the data
- Retrieving, consulting or using the data
- Disclosing the data by transmitting, disseminating or otherwise making it available
- Aligning, combining, blocking, erasing or destroying the data

*Data Processor* - a person who processes personal information on behalf of a data controller, but **does not include an employee of a data controller** who processes such data in the course of their employment, for example, this might mean an employee of an organisation to which the data controller out-sources work. The Data Protection legislation places responsibilities on such entities in relation to their processing of the data. [**e. g. School accountant/auditor**]

*Special categories of Personal Data* refers to *Personal Data* regarding a person's

- racial or ethnic origin
- political opinions or religious or philosophical beliefs
- physical or mental health
- sexual life and sexual orientation
- genetic and biometric data
- criminal convictions or the alleged commission of an offence
- trade union membership

*Personal Data Breach* – a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data transmitted, stored or otherwise processed. This means any compromise or loss of personal data, no matter how or where it occurs

#### **SECTION 4: RATIONALE**

In addition to its legal obligations under the broad remit of educational legislation, the school has a legal responsibility to comply with the Data Protection Acts 1988 to 2018 and the GDPR

This policy explains what sort of data is collected, why it is collected, for how long it will be stored and with whom it will be shared. The school takes its responsibilities under data protection law very seriously and wishes to put in place safe practices to safeguard individual's personal data. It is also recognised that recording factual information accurately and storing it safely facilitates an evaluation of the information, enabling the Principal and Board of Management to make decisions in respect of the

efficient running of the school. The efficient handling of data is also essential to ensure that there is consistency and continuity where there are changes of personnel within the school and Board of Management

## **SECTION 5: OTHER LEGAL OBLIGATIONS**

Implementation of this policy takes into account the school's other legal obligations and responsibilities. Some of these are directly relevant to data protection. ***For example:***

Under **Section 9(g) of the Education Act, 1998**, the parents of a student, or a student who has reached the age of 18 years, must be given access to records kept by the school relating to the progress of the student in their education

Under **Section 20 of the Education (Welfare) Act, 2000**, the school must maintain a register of all students attending the School

Under **Section 20(5) of the Education (Welfare) Act, 2000**, a Principal is obliged to notify certain information relating to the child's attendance in school and other matters relating to the child's educational progress to the Principal of another school to which a student has transferred on receipt of written confirmation of this by the enrolling school. Reports which have been compiled by other professionals outside the school can only be transferred with the parent's written consent.

Under **Section 21 of the Education (Welfare) Act, 2000**, the school must record the attendance or non-attendance of students registered at the school on each school day

Under **Section 28 of the Education (Welfare) Act, 2000**, the school may supply *Personal Data* kept by it to certain prescribed bodies (the Department of Education and Skills, Tusla, the National Council for Special Education and other schools). The BOM must be satisfied that it will be used for a 'relevant purpose' (which includes recording a person's educational or training history or monitoring their educational or training progress; or for carrying out research into examinations, participation in education and the general effectiveness of education or training)

Under **Section 14 of the Education for Persons with Special Educational Needs Act, 2004**, the school is required to furnish to the National Council for Special Education (and its employees, which would include Special Educational Needs Organisers) such information as the Council may from time to time reasonably request.

The **Freedom of Information Act 2014** provides a qualified right to access to information held by public bodies which does not necessarily have to be "personal data", as with data protection legislation. While most schools are not currently subject

to freedom of information legislation, (with the exception of schools under the direction of Education and Training Boards), if a school has furnished information to a body covered by the Freedom of Information Act (such as the Department of Education and Skills, etc.) these records could be disclosed by that body if a request is made to that body

Under **Section 26(4) of the Health Act, 1947** a School shall cause all reasonable facilities (including facilities for obtaining names and addresses of pupils attending the school) to be given to a health authority who has served a notice on it of medical inspection, e.g. a dental inspection

Under **Children First Act 2015**, *mandated persons in schools* have responsibilities to report child welfare concerns to TUSLA- Child and Family Agency (or in the event of an emergency and the unavailability of TUSLA, to An Garda Síochána)

## **SECTION 6: RELATIONSHIP TO CHARACTERISTIC SPIRIT OF THE SCHOOL:**

St. Dymphna's seeks to:

- enable students to develop their full potential
- provide a safe and secure environment for learning
- promote respect for the diversity of values, beliefs, traditions, languages and ways of life in society

We aim to achieve these goals while respecting the privacy and data protection rights of students, staff, parents/guardians and others who interact with us. The school wishes to achieve these aims/missions while fully respecting individuals' rights to privacy and rights under the Data Protection legislation.

## **SECTION 7: PERSONAL DATA**

The *Personal Data* records held by the school **may** include:

### **1. Staff records:**

#### **a) Categories of staff data:**

As well as existing members of staff (and former members of staff), these records may also relate to applicants applying for positions within the school, trainee teachers and teachers under probation. These staff records may include:

- Name, address and contact details, PPS number.
- Name and contact details of next-of-kin in case of emergency.
- Original records of application and appointment to promotion posts
- Details of approved absences (career breaks, parental leave, study leave, etc.)
- Details of work record (qualifications, classes taught, subjects, etc.)
- Details of staff training completed.
- Details of any accidents/injuries sustained on school property or in connection with the staff member carrying out their school duties
- Details required by Medmark for referral and details of referrals
- Records of any reports the school (or its employees) have made in respect of the staff member to State departments and/or other agencies under Children First Act 2015

#### **b) Purposes:**

Staff records are kept for the purposes of:

- the management and administration of school business (now and in the future)
- to facilitate the payment of staff, and calculate other benefits/entitlements (including reckonable service for the purpose of calculation of pension payments, entitlements and/or redundancy payments where relevant)
- to facilitate pension payments in the future
- human resources management
- recording promotions made (documentation relating to promotions applied for) and changes in responsibilities, etc.
- 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 and for compliance with legislation relevant to the school.

**c) Location and Security procedures**

- a. Manual records are kept in a secure, locked filing cabinet in the administration office only accessible to personnel who are authorised to use the data. Employees are required to maintain the confidentiality of any data to which they have access.
- b. Digital records are stored on password-protected computer with adequate encryption and firewall software in the admin office.
- c. The school has an intruder and fire alarm activated during out-of-school hours and entry to the building is controlled by a keypad code and secure entry system.
- d. *Entry to the school through the shared area and main school entrance is controlled by a keypad code which is changed at least once a year and given only to authorised staff.*

**2. Student records:**

**a) Categories of student data:**

These may include:

Information which may be sought and recorded at enrolment and may be collated and compiled during the course of the student's time in the school. These records may include:

- name, address and contact details, PPS number
- date and place of birth
- names and addresses of parents/guardians and their contact details (including any special arrangements with regard to guardianship, custody or access)
- name and phone number of emergency contact
- religious belief
- racial or ethnic origin
- membership of the Traveller community, where relevant
- whether they (or their parents) are medical card holders
- whether English is the student's first language and/or whether the student requires English language support



- any relevant special conditions such as their special educational needs, health issues etc which may apply
- Information on previous academic record (including reports, references, assessments and other records from any previous school(s) attended by the student
- POD- Department of Education data base. This information is collected with parent's knowledge and consent on enrolment.
- Psychological, psychiatric and/or medical assessments. OT assessments, Physiotherapy assessments, dietician reports, Speech and language reports.
- Medical care or health plans, administration of medicines indemnity, risk assessments, care plans.
- Attendance records
- Photographs and recorded images of students (including at school events and noting achievements) are managed in line with our policy on the Taking and Using of Images and Videos in School.
- Academic record – subjects studied, class assignments, examination results as recorded on official school reports
- Records of significant achievements
- Whether the student is exempt from studying Irish
- Behaviour plans, risk assessments, sick notes and any other care plans agreed with parents.
- Records of disciplinary issues/investigations and/or sanctions imposed
- Other records e.g. records of any serious injuries/accidents. Notes for trips and home/school communication journals.
- Records in relation to work experience and Garda vetting in relation to this if required.
- Records of school leavers meetings.
- Records of any reports the school (or its employees) have made in respect of the student to State Departments and/or other agencies under Children First Act 2015.

*b) Purposes: The purposes for keeping student records include:*

- to enable each student to develop to their full potential
- to comply with legislative or administrative requirements
- to ensure that eligible students can benefit from the relevant additional teaching or financial supports
- to support the provision of religious instruction for Confirmation and Communion – with parents consent

- to enable parents/guardians to be contacted in the case of emergency or in the case of school closure, or to inform parents of their child's educational progress or to inform parents of school events, etc.
- To enable pupils to participate in the JC2 programme.
- To enable pupils to complete the QQI Awards through NALA.
- to meet the educational, social, physical and emotional requirements of the student
- Photographs and recorded images of students are taken to celebrate school achievements, e.g. compile yearbooks, establish a school website, record school events, and to keep a record of the history of the school. Such records are taken and used in accordance with the '*Schools Taking and using Photographs and Videos Policy*' and the '*School Website Privacy Statement*'.
- to ensure that the student meets the school's admission criteria
- to ensure that students meet the minimum age requirement for attendance at Primary School.
- to ensure that any student seeking an exemption from Irish meets the criteria in order to obtain such an exemption from the authorities
- to furnish documentation/information about the student to the Department of Education and Skills, the National Council for Special Education, TUSLA, and other schools, etc. in compliance with law and directions issued by government departments
- to furnish, when requested by the student (or their parents/guardians in the case of a student under 18 years) documentation/information/references to second-level educational institutions.

The main purpose for which these records are held is to identify learning needs, to monitor a student's progress and to provide a sound basis for advising them and their parents or guardians about their educational progress or needs. The data may also be aggregated for statistical/reporting purposes, such as to compile results tables for communication to parents annually, if this is relevant. The data may be transferred to the Department of Education and Skills, the National Council for Curriculum and Assessment and such other similar bodies.

c) Location and Security procedures

- a. Manual records, relating to current students on roll are kept in a secure, locked filing cabinet in the administration office.

Class teachers keep a copy of the students file for the purpose of planning and recording their educational progress in a locked filing cabinet in a locked storeroom in their classroom. Access to all records is restricted to personnel who are authorised to use the data.

Manual records of pupils who have left the school are kept in a locked strong room only accessible to authorised personnel.

- b. Employees are required to maintain the confidentiality of any data to which they have access.
- c. Digital records are stored on a password-protected computer with adequate encryption and firewall software in the admin office. External hard drives for the purpose of backing up information are stored in the schools secure strong room.
- d. Teacher's laptops are encrypted and password protected and are supplied solely for school purposes and the use of the named teacher.
- e. The school has an intruder and fire alarm activated during out-of-school hours.
- f. *Entry to the school through the shared area and main school entrance is controlled by a keypad code which is changed at least once a year and given only to authorised staff.*

Employees are required to maintain the confidentiality of any data to which they have access.

### **Bus Escort Scheme**

As the bus escort scheme is administered by another school parents/guardians consent will be required for information for the operation of the scheme to be given to the bus escort administrator. Parents will be advised of the information required, the purpose it will be used for, who it will be shared with and how long this information will be kept.

### **External agencies**

Parents consent will be required for the school to make any referral to outside services e.g. psychology, behaviour support, Physiotherapy and to share information with external service.

If for any reason a staff member from any service outside the school wants information about your child, e.g. WCA support worker or HSE therapists, you will be asked to inform the school that you give consent and what information you wish to be shared.

### **3. Board of Management records:**

#### **a) Categories of Board of Management data: These may include:**

Name, address and contact details of each member of the Board of Management (including former members of the Board of Management)  
Records in relation to appointments to the Board.  
Details of BOM training.

Minutes of Board of Management meetings and correspondence to the Board which may include references to individuals.

#### **b) Purposes:**

To enable the Board of Management to operate in accordance with the Education Act 1998 and other applicable legislation and to maintain a record of Board appointments and decisions.

#### **c) Location and Security procedures**

- a. Manual records are kept in a secure, locked filing cabinet in the administration office only accessible to personnel who are authorised to use the data. Employees are required to maintain the confidentiality of any data to which they have access.
- b. Digital records are stored on password-protected computer with adequate encryption and firewall software in a locked office. The school has the burglar alarm activated during out-of-school hours.
- c. *Entry to the school is controlled by a keypad and the number is restricted to staff and therapists who come into the school. This code is changed each year.*

### **4. Other Records: Creditors**

#### **a) Categories of Board of Management data:**

The school may hold some or all of the following information about creditors (some of whom are self-employed individuals):

- name
- address

- contact details
- PPS number
- tax details
- bank details and amount paid

*b) Purposes: The purposes for keeping creditor records are:*

This information is required for routine management and administration of the school's financial affairs, including the payment of invoices, the compiling of annual financial accounts and complying with audits and investigations by the Revenue Commissioners.

*c) Location and Security procedures*

*In a secure locked filing cabinet in the admin office that only personnel who are authorised to use the data can access.*

*Digital records are stored on the computer in the admin office which has encryption and is password protected.*

**5. Other Records: Charity Tax-back Forms**

*a) Categories of Board of Management data:*

The school may hold the following data in relation to donors who have made charitable donations to the school:

- Name
- address
- Telephone number
- PPS number
- Tax rate
- Signature and
- The gross amount of the donation.

*b) Purposes: The purposes for keeping creditor records are:*

Schools are entitled to avail of the scheme of tax relief for donations of money they receive. To claim the relief, the donor must complete a certificate (CHY2) and forward it to the school to allow it to claim the grossed up amount of tax associated with the donation. The information requested on the appropriate certificate is the parents' name, address, PPS number, tax rate, telephone number, signature and the gross amount of the donation. This is retained by the school in the event of audit by the Revenue Commissioners.

c) *Location and Security procedures*

*In a secure locked filing cabinet in the admin office that only personnel who are authorised to use the data can access.*

*Digital records are stored on the computer in the admin office which has encryption and is password protected.*

## **SECTION 8: CCTV IMAGES/RECORDINGS (REFER TO SCHOOL'S CCTV POLICY)**

**Categories:** Closed Circuit Television Systems (CCTVS) are installed in *St. Dymphna's School*.

These CCTV systems may record images of staff, students and members of the public who visit the premises.

### **1. Location:**

St. Dymphna's School has endeavoured to select locations for the installation of CCTCV cameras which are least intrusive to protect the privacy of individuals. Cameras placed to record external areas are positioned in such a way as to prevent recording of passers-by or of another person's private property.

Signs indicating the use of CCTV in the below locations are clearly visible.

#### **Internal**

A dome camera is located in the main reception area and monitors the main entrance door.

#### **External**

One external camera that monitors the front entrance of the school building

One external camera monitors the back of the school building/ main playground area.

One external camera monitors the Trim trail/perimeter fencing area at the side of the school.

#### **Shared External cameras**

The school shares two external cameras listed below with the adjoining school.

1. One camera in the service yard.
2. One camera that monitors the car park.

The recording equipment is located in a locked metal box and recordings can only be accessed from the Principals office computer.

**Purposes:** CCTV systems are installed (both internally and externally) on the premises for the purpose of enhancing security of the building and its associated equipment as

well as creating a mindfulness among the occupants, at any one time, that a surveillance security system is in operation within and/or in the external environs of the premises during both the daylight and night hours each day. CCTV surveillance at St. Dymphna's School is intended for the purposes of:

- protecting the school buildings and school assets, both during and after school hours;
- promoting the health and safety of staff, pupils and visitors;
- preventing bullying;
- reducing the incidence of crime and anti-social behaviour (including theft and vandalism);
- supporting the Gardai in a bid to deter and detect crime;
- assisting in identifying, apprehending and prosecuting offenders; and
- ensuring that the school rules are respected so that the school can be properly managed.

### **Security:**

Access to images/recordings is restricted to the Principal and Deputy Principal of the school in her absence. These images are on a password-protected computer with adequate encryption and firewall software in the Principals office. The school has an intruder and fire alarm system activated during out-of-school hours.

*Entry to the school is controlled by a keypad and the code changed a minimum of once a year and only supplied to authorised staff.*

Recordings are retained for 28 days, except if required for the investigation of an incident. Images/recordings may be viewed or made available to An Garda Síochána pursuant to Data Protection Acts legislation.

## **Section 9: Examination/Test/ QQI and JC2 qualification/ Awards / results**

- (a) **Categories:** The school will hold data comprising report cards, standardised test and diagnostic test information in respect of its students. These may include progress reports prepared for Parent/teacher meetings, Individual Education Plans, record of achievement, JC2 results of QQI Awards etc they may also include standardised test information and diagnostic tests and a range of formal and informal assessments on children.

## **SECTION 10: LINKS TO OTHER POLICIES AND TO CURRICULUM DELIVERY**

Our school policies need to be consistent with one another, within the framework of the overall School Plan. Relevant school policies already in place or being developed or reviewed, shall be 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:

- Pupil Online Database (POD): Collection of the data for the purposes of complying with the Department of Education and Skills' pupil online database.
- Child Protection Procedures
- Retention of Records schedule
- School policy- The Taking and Using of Photographs and Videos
- Use of mobile phones.
- Anti-Bullying Procedures
- Code of Behavior
- Enrolment Policy
- ICT Acceptable Usage Policy
- Assessment Policy
- Critical Incident Policy
- Schools Health and Safety policy, including how concerns or incidents are recorded.
- Attendance Policy
- Dignity and Respect in the workplace policy

## **SECTION 11: PROCESSING IN LINE WITH A DATA SUBJECT'S RIGHTS**

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

- Know what personal data the school is keeping on them
- Request access to *any data* held about them by a data controller
- Prevent the processing of their data for direct-marketing purposes
- Ask to have inaccurate data amended
- Ask to have data erased once it is no longer necessary or irrelevant.



### **Data Processors**

Where the school outsources to a data processor off-site, it is required by law to have a written contract in place (*Written Third party service agreement*). St. Dymphna's third party agreement specifies the conditions under which the data may be processed, the security conditions attaching to the processing of the data and that the data must be deleted or returned upon completion or termination of the contract.

### **Personal Data Breaches**

All incidents in which personal data has been put at risk must be reported to the Office of the Data Protection Commissioner within 72 hours

When the personal data breach is likely to result in a high risk to the rights and freedoms of natural persons, the BOM must communicate the personal data breach to the data subject without undue delay

If a data processor becomes aware of a personal data breach, it must bring this to the attention of the data controller (BOM) without undue delay.

### **Dealing with a data access request**

Individuals are entitled to a copy of their personal data on written request

Individuals are entitled to a copy of their personal data

Request must be responded to within one month. An extension may be required e.g. over holiday periods

No fee may be charged except in exceptional circumstances where the requests are repetitive or manifestly unfounded or excessive

No personal data can be supplied relating to another individual apart from the data subject

## **SECTION 12: PROVIDING INFORMATION OVER THE PHONE**

An employee dealing with telephone enquiries should be careful about disclosing any personal information held by the school over the phone. In particular, the employee should:

- Ask that the caller put their request in writing
- Refer the request to the Principal for assistance in difficult situations
- Not feel forced into disclosing personal information

**SECTION 13: IMPLEMENTATION ARRANGEMENTS, ROLES AND RESPONSIBILITIES**

The BOM is the data controller and the Principal implements the Data Protection Policy, ensuring that staff that handle or have access to *Personal Data* are familiar with their data protection responsibilities

The following personnel have responsibility for implementing the Data Protection Policy:

<b>Name</b>	<b>Responsibility</b>
Board of Management:	Data Controller
Principal:	Implementation of Policy
School Personnel:	Awareness of responsibilities.
IT personnel	Security, encryption, confidentiality.

**SECTION 14: RATIFICATION & COMMUNICATION**

Ratified at the BOM meeting on .....and signed by

Chairperson.....  
*For and behalf of Board of Management*

Ratification recorded in the Minutes of the meeting

**MONITORING THE IMPLEMENTATION OF THE POLICY**

The implementation of the policy shall be monitored by the Principal, staff and the Board of Management

**SECTION 15 REVIEWING AND EVALUATING THE POLICY**

The policy will be reviewed and evaluated after two years. On-going review and evaluation will take cognisance of changing information or guidelines (e.g. from the Data Protection Commissioner, Department of Education and Skills or TUSLA), legislation and feedback from parents/guardians, students, school staff and others. The policy will be revised as necessary in the light of such review and evaluation and within the framework of school planning

