

Coláiste Bríde

Enniscorthy,

Wexford

DRAFT

**Policy Document on
Access to Records**

Coláiste Bríde

Policy Document on Access to Records

To comply with the Data Protection Act 1988 & 2003

Registered with Data Protection Commissioner 4th November 03

Purpose: Records are held for the provision and administration of educational services.

Staff Records

Two sets of records are held on members of staff.

Record 1

These are created for Computer returns:

The Department of Education & Science requires, annually,

- I. Name, home address and contact details.
- II. A copy of the timetable allocated to each teacher, amendment copies when amendments are made during the course of the school year.
- III. Details of qualifications, posts held, PPS number, and payroll number.

Record 2

These are personnel files and are stored securely.

They contain details of applications for, and appointments to, teaching positions, posts of responsibility, career-break requests and responses, contracts (in the case of Part Time and EPT positions) and Conditions of Employment (in the case of Office, ancillary and substitute staff), C.V.

Any member of staff may request access to his/her file at any time.

Records of type 1 may be viewed on appropriate computer package under the direction of the Principal or Deputy Principal.

Records of type 2 belonging to a particular member of staff may be viewed by that member of staff on request to the Principal, but may not be removed from the office of the Principal.

Full register of Data Controllers may be viewed on request to the Principal.

Student Records

For every student in the school, three sets of records are retained during their time in school.

Record 1

This contains copies of all formal reports on the student. These reports are normally sent to parents on two occasions during each school year. When a student leaves the school these records are retained and placed in storage. Parents and students have the right of access to these records and may request copies of any report held at any time.

Record 2

This record file is normally held by the Principal or Deputy Principal and contains copies of letters sent by the school to parents, copies of notes of interviews involving the parents or student, and incident notes completed by staff about the student.

Parents have the right to access and view this file in the presence of the Form Teacher, Year Head, Head of Discipline, Deputy Principal or Principal. Copies of any of the contents may be requested by parents at any time during the school going period of the student.

When a student leaves, this file should be safely and securely disposed of, preferably by shredding unless some of the contents may be required in due course for specific reasons. These latter reasons may involve an appeal on behalf of the student following expulsion, the possibility of legal action following a school related event or similar situations.

Record 3

Data is held on an administrative computer system on each student attending the school. This is the data required by the Department of Education & Science in the annual returns made by the school. This record comprises.

1. Personal information in the form of name, address, date of birth, nationality, parent/guardians names and contact details, occupation, religious belief, special needs notation, medical card details, health requirements, travel details, family doctor details.
2. Statistical information detailing year of entry, previous school, exemptions (e.g. form Irish), PPS number, attendance and late records
3. Subjects currently taken and teachers assigned
4. Examination and half term marks and comments, IQ results.

This record is retained for a minimum period of 3 years following the departure of a student.

Confer Appendix 1& 2.