Our Lady of Victories Girls’ School

# PERSONAL Data audit updated sept 2019

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| Data Item | How Collected | Legal basis for collection: | Where Stored | Physical Locations | Shared with | Retention period |
| Pupil Personal Data:*Name**Sex**Address**DoB**PPSN* | Enrolment Form | Necessity in the public interest  | Enrolment FormRegisterClass ListsSchool Administration softwareOffice Filing Class Filing Office ComputerClass ComputerDES POD  | School OfficePrincipal’s OfficeClassroomsStorage Room | **DES**HSEDSPTusla Ballymun Anseo SCPAisling ProjectNEPSParish | Indefinite on Roll Book |
| Pupil Special Category Data: *Religion**Ethnic Data* | Enrolment Form | Consent | Enrolment FormSchool Administration softwareOffice Filing Office ComputerClass ComputerDES POD | School OfficePrincipal’s OfficeClassroomsStorage Room | DES on consent | 25 years on Enrolment Form |
| Parental Data:Name*Address**Phone Nos**e-mail* | Enrolment Form | Necessity in the public interest AND Protection of vital interest of the subject | Enrolment FormRegisterSchool Administration softwareOffice Filing Office ComputerClass Computer | School OfficePrincipal’s OfficeClassroomsStorage Room | **DES**HSEDSPTusla Ballymun Anseo SCPAisling ProjectNEPSParish | Indefinite on Register |
| Data Item | **How Collected** | **Legal basis for collection:** | **Where Stored** | **Physical Locations** | **Shared with** | **Retention period** |
| Teacher Data: -*Name**Address**Phone Nos**e-mail**Application Form**CV*Seniority listDetails regarding promotions | Recruitment ProcessAnnual Update | Necessity in the public interest ANDContract | School Administration softwareOffice Filing Office ComputerClass Computer | School OfficePrincipal’s OfficeStorage Room | DESTuslaAisling ProjectBallymun Anseo SCPOther schools in clustering arrangementsWider community eg Young Ballymun | Duration of the Teacher’s employment + 7 years |
| BoM Members*Name**Address**Phone Nos**e-mail*  | BoM Appointment Process | Necessity in the public interest | Office Filing Office Computer | School OfficePrincipal’s OfficeStorage Room | DESPatronCharities Regulator | Indefinite on BoM Minutes |
| Service providers:(Repairs; builders; maintenance; contractors;)*Name**Address**Phone Nos**e-mail* | When seeking tenders Given willingly | ContractANDProtection of the vital interests of the subject. | Office Filing Office Computer | School OfficePrincipal’s OfficeStorage RoomAttendance office | BoMOther Tradespeople – with connected activities | While the Service provider (e.g.Electrician) is being employed by the BoM |
| CCTV Images:*Images/Recordings in School Foyer* | Live CCTV recordings  | Health and Safety  | Hard drive recording facility | Secretary’s office | BoMGardaíData Subject  | Max 28 days Longer if required by Gardaí and/or a legal requirement (insurance etc.)  |
| Individual Pupil Assessment and Report carried out by third party professional (e.g. psychologist; OT; psychiatrist; S&L therapist) | Parents/Guardians and school staff | Necessity for educational reasons | Office FilingSEN Filing | School OfficeSEN Classroom | DESNCSERelevant staffOutside services eg St Michael’s House | Indefinitely  |
| Data Item | How Collected | Legal basis for collection: | Where Stored | Physical Locations | Shared with | Retention period |
| School Supplies Company Reps*Name**Address**Phone Nos**e-mail* | Given willingly  | Contract | Office Filing Office ComputerPhones  | School OfficePrincipal’s OfficeClassroomsStorage Room | Staff | While that Company / Rep is being **employed** by the BoM |
| *Data Processor: -**(e.g. School Administration software; School accounting; School photographs/videos;)* *Name**Address**Phone Nos**e-mail* | Given willingly by Data Processor | Contract AND Consent | Office Filing Office ComputerClass Computer | School OfficePrincipal’s OfficeClassroomsStorage Room | BoMAdmin Staff | For as long as the Data involved is being processed on behalf of the BoM |
| Emergency Services:Local Doctor*Name**Address**Phone No**e-mails* | Given willingly by arrangement | Protection of the vital interests of the subject | Office Filing Office ComputerEnrolment Form | School OfficePrincipal’s OfficeClassroomsStorage Room | BoMAdmin StaffTeachers | For as long as the Doctor is being used as for emergency Medical Assistance by the school |
| Pupils’ school work; Yearly Assessments and Reports | Part of the work and purpose of the school | Necessity for educational reasons | Office Filing Office Computer | School OfficePrincipal’s OfficeClassroomsStorage Room | Parents/GuardiansPupilsDESNCSEOther schools to where pupils transfer | Until pupil attains 25 years of age |

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| Data Item | How Collected | Legal basis for collection: | Where Stored | Physical Locations | Shared with | Retention period |
| Pupils’ accident reports | Recorded at time of accident by witness and signed | Compliance with a legal obligation | Office Filing Office ComputerAccident Book in photocopying room | School OfficePrincipal’s OfficeClassroomsStorage Room | Parents/GuardiansMedical PersonnelSchool insurersHealth and Safety Authority. Medical emergency personnel when necessarySchool Staff | Indefinitely |
| Pupils’ notes under Children First | Recorded at time of concern | Compliance with a legal obligation | Secure Office Filing cabinet | Principal’s office/secure area. | TuslaGardaíParents | Indefinitely |
| Pupils’ School attendance records | Recorded daily in Databiz and absence book | Compliance with a legal obligation | Office Filing Office Computer | School OfficePrincipal’s OfficeClassroomsStorage RoomAttendance office | TuslaParentsDESBallymun Anseo SCP | Until pupil attains 25 years of ageRoll Books are stored indefinitely |
| Pupils’ Medical details and details regarding any special condition | At enrolment or as soon as details are known. | Protection of the vital interests of the subject | Office Filing Office ComputerDatabiz | School OfficePrincipal’s OfficeClassroomsStorage Room | School staffNCSEMedical emergency personnel when necessary | Until pupil attains 25 years of age. |
| Pupils’ Individual Education Plans (I.E.P.s)/ IPLPs | Parents/Guardians, teachers, additional professional staff who assess the pupil | Necessity in the public interest | Office Filing Office Computer | School OfficePrincipal’s OfficeClassrooms | PupilsTeachersParentsNCSEDESS | Indefinitely |

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| Data Item | How Collected | Legal basis for collection: | Where Stored | Physical Locations | Shared with | Retention period |
| Staff members’ accidents reports | Recorded at time of accident | Compliance with a legal obligation | Office Filing Office Computer | School OfficePrincipal’s Office | Medical PersonnelSchool insurersHSAMedical emergency personnel when necessary | Indefinitely |
| Staff Medical details, Medial Certs and details regarding any special conditionStaff and Volunteers vetting disclosures | From staff members, medical personnel and MedmarkVetting Bureau | Compliance with a legal obligationANDContractCompliance with a legal obligationANDContract | Principal’s Office | School OfficePrincipal’s Office | DESBoM (where applicable) | Duration of the Staff member’s employment + 7 years |
| Correspondence between parents and Teachers in relation to educational matters | From Parents and Staff | Necessity in the public interest – provision of education | Classroom FilingOffice Filing  | Classroom (Green folder)OfficePrincipal’s Office | PrincipalBoM | Until pupil attains 25 years of age |
| Records of complaints made by parents/ guardians  | From Parents / Guardians | To comply with Complaints Procedure | Classroom FilingPrincipal’s Filing  | Classroom (Green folder)Principal’s Office | PrincipalBoMInsurance CompanyLegal Advisor | Depends entirely on the nature of the complaint. If it is child-safeguarding, a complaint relating to teacher-handling, or an accident, then retain indefinitely |