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Parish of St. Maccullin



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## **Data Protection and Pupil Record Retention Policy**

### **Introduction**

This policy was formulated by the staff and board of management of the school. The purpose of the policy is to identify the records to be retained by the school and to ensure confidentiality and manageable procedures in relation to access to such records. The principal has the function of data controller and supervises the application of the Data Protection Act within the school. The data under the control of the principal comes under the following headings.

### **Personal Data**

This data relates to personal details of the students such as name, address, date of birth, gender, nationality, religious belief, medical details, PPSN, names of parents/guardians.

### **Student Records**

Student records are held in the school office. These records may be accessed by authorised personnel only i.e. Class Teacher, LS/RT, Principal, Deputy Principal. Student records contain:

- Personal details of the student
- Parental permission form
- School report cards and attendance record
- Psychological assessments, if any
- Standardised test results
- Screening tests such as MIST and NRIT
- Diagnostic test reports
- Individual education plans
- Learning support/resource data such as records of refusals to allow children access to LS/RT services in the school
- Behaviour report forms, where a significant behavioural issue occurs
- Accident report forms, when medical intervention is required

Class Teachers hold a copy of all relevant records for the current school year i.e. personal details of each student, standardised test results, individual education plans and behaviour report forms. These records are transferred to the central file at the end of the school year.

### **Child Protection Data**

Child protection records will be kept in the DLP office until the child leaves the school.

### **Administrative Data**

The following data will be office based and maintained:

- Attendance reports, roll books, registers
- Administration of medicines indemnity forms

### **Access to Records**

The following will have access, where relevant and appropriate, to the data listed above:

- Parents/guardians
- Past pupils over 18
- Health service executive
- Designated school personnel
- Department of education and science
- First and second level schools, where relevant

Parental authorisation must be granted in writing in the event of data being transferred to outside agencies such as health professionals. All parties requesting access to records must do so in writing giving seven days notice.

The annual school report format and its communication to parents are outlined in the assessment and reporting policy. A standardised school report form is used which is issued by post in the last week of June.

### **Storage**

Records are kept for a minimum of nine years. Standardised test booklets are shredded after one year but the raw score, stens and percentiles are kept on record until past pupils reach adulthood.

As children pass to second level their personal records are stored in the school attic for a period of time. Access to these stored files is restricted to authorised personnel only.

### **Review**

This policy will be reviewed during the school year 2012- 2013.

**Signed:** \_\_\_\_\_

**Chairperson, Board of Management.**

**Signed:** \_\_\_\_\_

**Principal Teacher**