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 Form  Register  Class Lists  School Administration software  Office Filing  Class Filing  Office Computer  Class Computer  DES POD | School Office  Principal’s Office  Classrooms  Storage Room | **DES**  HSE  DSP  Tusla  Ballymun Anseo SCP  Aisling Project  NEPS  Parish | Indefinite on Roll Book |
| Pupil Special Category Data:  *Religion*  *Ethnic Data* | Enrolment Form | Consent | Enrolment Form  School Administration software  Office Filing  Office Computer  Class Computer  DES POD | School Office  Principal’s Office  Classrooms  Storage 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 Form  Register  School Administration software  Office Filing  Office Computer  Class Computer | School Office  Principal’s Office  Classrooms  Storage Room | **DES**  HSE  DSP  Tusla  Ballymun Anseo SCP  Aisling Project  NEPS  Parish | 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 list  Details regarding promotions | Recruitment Process  Annual Update | Necessity in the public interest AND  Contract | School Administration software  Office Filing  Office Computer  Class Computer | School Office  Principal’s Office  Storage Room | DES  Tusla  Aisling Project  Ballymun Anseo SCP  Other schools in clustering arrangements  Wider 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 Office  Principal’s Office  Storage Room | DES  Patron  Charities Regulator | Indefinite on BoM Minutes |
| Service providers:  (Repairs; builders; maintenance; contractors;)  *Name*  *Address*  *Phone Nos*  *e-mail* | When seeking tenders  Given willingly | Contract  AND  Protection of the vital interests of the subject. | Office Filing  Office Computer | School Office  Principal’s Office  Storage Room  Attendance office | BoM  Other 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 | BoM  Gardaí  Data 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 Filing  SEN Filing | School Office  SEN Classroom | DES  NCSE  Relevant staff  Outside 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 Computer  Phones | School Office  Principal’s Office  Classrooms  Storage 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 Computer  Class Computer | School Office  Principal’s Office  Classrooms  Storage Room | BoM  Admin 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 Computer  Enrolment Form | School Office  Principal’s Office  Classrooms  Storage Room | BoM  Admin Staff  Teachers | 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 Office  Principal’s Office  Classrooms  Storage Room | Parents/Guardians  Pupils  DES  NCSE  Other 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 Computer  Accident Book in photocopying room | School Office  Principal’s Office  Classrooms  Storage Room | Parents/Guardians  Medical Personnel  School insurers  Health and Safety Authority. Medical emergency personnel when necessary  School 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. | Tusla  Gardaí  Parents | Indefinitely |
| Pupils’ School attendance records | Recorded daily in Databiz and absence book | Compliance with a legal obligation | Office Filing  Office Computer | School Office  Principal’s Office  Classrooms  Storage Room  Attendance office | Tusla  Parents  DES  Ballymun Anseo SCP | Until pupil attains 25 years of age  Roll 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 Computer  Databiz | School Office  Principal’s Office  Classrooms  Storage Room | School staff  NCSE  Medical 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 Office  Principal’s Office  Classrooms | Pupils  Teachers  Parents  NCSE  DESS | 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 Office  Principal’s Office | Medical Personnel  School insurers  HSA  Medical emergency personnel when necessary | Indefinitely |
| Staff Medical details, Medial Certs and details regarding any special condition  Staff and Volunteers vetting disclosures | From staff members, medical personnel and Medmark  Vetting Bureau | Compliance with a legal obligation  AND  Contract  Compliance with a legal obligation  AND  Contract | Principal’s Office | School Office  Principal’s Office | DES  BoM (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 Filing  Office Filing | Classroom (Green folder)  Office  Principal’s Office | Principal  BoM | Until pupil attains 25 years of age |
| Records of complaints made by parents/ guardians | From Parents / Guardians | To comply with Complaints Procedure | Classroom Filing  Principal’s Filing | Classroom (Green folder)  Principal’s Office | Principal  BoM  Insurance Company  Legal 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 |