



Derryooper National School Policies

Roll Number: 17547R

Patron: Most Rev. Michael Duignan, Bishop of Clonfert

Chairperson: Fr. Kieran O'Rourke P.P.

Phone: 0860483344

Principal: Padraig Lohan

Data Protection Policy (GDPR Compliance)

1. Introduction

Derryooper National School is committed to **protecting the privacy and personal data** of students, staff, and parents in compliance with the **General Data Protection Regulation (GDPR) 2018** and the **Data Protection Act 2018**. This policy outlines how the school collects, processes, stores, and secures personal data.

2. Purpose of this Policy

The purpose of this policy is to:

- Ensure that personal data is **collected, processed, stored, and destroyed securely**.
- Protect the **rights and privacy** of students, parents, and staff.
- Ensure compliance with **data protection legislation**.
- Outline how data breaches will be handled.

3. Scope of the Policy

This policy applies to:

- **Personal data of students, parents, and staff.**
- **All school records, including paper and digital formats.**
- **Electronic communications and data stored on school systems.**

4. Categories of Personal Data Collected

The school collects and processes:

- **Student Data:** Name, address, date of birth, PPS number, medical records (if applicable), emergency contacts, assessment results, and attendance records.
- **Parental Data:** Contact details, email, emergency contact information.
- **Staff Data:** Personal details, contracts, payroll information, Garda vetting records, and professional qualifications.

5. Legal Basis for Processing Data

The school processes personal data under the following legal bases:

- **Consent:** When required, explicit consent is obtained (e.g., photos, trips).
- **Contractual Obligation:** Processing necessary for employment contracts.
- **Legal Obligation:** Compliance with education and child protection laws.
- **Public Interest:** Providing education and ensuring child welfare.

6. Data Storage & Security Measures

- **All digital records** are stored securely on school IT systems with restricted access.
- **Children's data is stored electronically on www.aladdin.ie.**
- **Paper records** are kept in locked storage areas with limited access.
- **Data encryption and password protection** are used for sensitive electronic data.
- **Regular data audits** are conducted to ensure compliance.
- **All digital records** are stored securely on school IT systems with restricted access.
- **Paper records** are kept in locked storage areas with limited access.
- **Data encryption and password protection** are used for sensitive electronic data.
- **Regular data audits** are conducted to ensure compliance.

7. Data Sharing & Third Parties

The school may share data only when necessary with:

- **Department of Education & Skills** (for school administration and compliance).
- **TUSLA (Child and Family Agency)** (where there are attendance or child welfare concerns).
- **HSE** (for vaccinations, speech and language therapy, etc.).
- **NEPS (National Educational Psychological Service)** (for assessments and support).
- **Third-party software providers** (Aladdin, standardized testing platforms) under strict data processing agreements.

8. Data Retention & Disposal

- Student records are retained **for the duration of their enrolment plus a period of six years** after leaving, in compliance with legal obligations.
- Employee records are retained **for the required statutory period**.
- Data no longer required will be **securely deleted or shredded**.

9. Subject Access Requests (SARs)

Under GDPR, individuals have the right to:

- **Access personal data** held about them.
- **Request corrections** to inaccurate data.
- **Request deletion of data** where applicable.

Requests must be made in writing to the **Data Protection Officer (DPO)** and will be processed within **30 days**.

10. Data Breach Policy

In the event of a **data breach**:

- It will be **assessed immediately**.
- The **Data Protection Commission** will be informed within **72 hours** if required.
- Affected individuals will be notified if there is a **high risk to their rights or privacy**.

11. Review & Compliance Monitoring

This policy will be **reviewed annually** to ensure continued compliance with data protection laws.

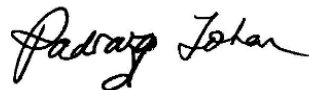
12. Policy Approval

This **Data Protection Policy (GDPR Compliance)** has been prepared by the **Principal** and approved by the **Board of Management**.

Signed:

Chairperson, Board of Management: _____

Principal, Derryoover National School:



Date:

19 February 2025
