

# SUNCROFT NATIONAL SCHOOL

## Policy Number: 8 - DATA PROTECTION POLICY REV:2

- 1) The Principal is the Data Controller.
- 2) Information collected is for the provision and administration of an educational service.
- 3) Application and description of Personal Information:

APPLICATION	DESCRIPTION
A) Student Records	Name, home address, date of birth, gender, Religious belief, racial/ethnic origin, Nationality, special needs notation, medical Card details, psychological reports, assessment Reports, medical details, dietary requirements, Travel details, courses followed, PPSN, academic Results, previous education details, IQ results, Attendance records, details of fees and other Payments/Contributions, parent/guardian names, Contact details and occupation, details of siblings.
B) Fundraising Records	Name, address and contact details of contributions, Details of contributions.
C) Staff Records	Name, home address, home contact details, date of Birth, absence records, personnel payroll number, PPSN, salary and pension details, annual and sick Leave records, details of next of kin, current and Previous employment records, disciplinary records, CV/qualifications, bank details.

- 4) Disclosures:
  - A. Department of Education and Science. Department of Health and Children, Health Board. Sending and Receiving 1<sup>st</sup> and 2<sup>nd</sup> level schools.
  - B. Department of Education and Science.
- 5) Transfer abroad: Receiving 1<sup>st</sup> and 2<sup>nd</sup> Level schools.
- 6) Sensitive Data:
  - a. Racial origin (Student Records and Staff Records)
  - b. Religious Beliefs (Student Records and Staff Records)
  - c. Physical or Mental Health (Student Records)

Physical Safeguards:

Premises alarmed and monitored when not occupied. Access to files restricted to Authorised personnel only.

Technical Safeguards:

Systems are password protected and anti-virus software is in use: a firewall is used To protect systems connected to the internet.

7. We are not required by law to make any of our personal data available to the public.
8. The Principal is the person who will supervise the application of the Act in relation to personal data within the school.

REVISED AND UP-DATED: 14<sup>TH</sup> February 2011