SCOIL AN tSRATHA MHÓIR
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An Beartas um Chosaint Sonraí agus Choimeád Taifead 2026

Data Protection and Record Keeping Policy 2026

De réir Alt 40.3.1 i mBunreacht na hÉireann :-

Ráthaíonn an Stát gan cur isteach lena dhlíthe ar chearta pearsanta aon saoránaigh agus rathaíonn fós na cearta sin a chosaint is a shuíomh lena dhlíthe sa mhéid gur féidir é"
According to Article 40.3.1 in the Irish Constitution:- 40.3.1:-
The State guarantees in its laws to respect, and, as far as practicable, by its laws to defend and vindicate the personal rights of the citizen

Réamhrá: ***Introduction***

Cuireann Scoil an tSrátha Mhóir oscailteacht agus comhoibriú chun cinn idir an fhoireann, na tuismitheoirí agus na daltaí mar bhealach chun timpeallacht slán a chur ar fáil inar féidir le páiste forbairt agus barr a chumais a bhaint amach. Is fusa é seo a bhaint amach má tá oscailteacht, trédhearcacht agus comhoibriú ann idir an fhoireann, na tuismitheoirí, na daltaí agus páirtithe leasmhara eile.

Scoil an tSrátha Mhóir promotes openness and cooperation between staff, parents and pupils as a means towards providing a caring environment through which a child can develop and grow to his or her full potential. This can best be achieved where there is openness, transparency and cooperation between staff, parents, pupils and other stakeholders.

Cheap Foireann agus Bord Bainistíochta Scoil an tSrátha Mhóir an beartas d'fhonn na taifid is gá a choimeád, a shainaithint agus d'fhonn rúndacht agus nósanna imeachta soláimhsithe a chinntiú. Baineann na nósanna imeachta leis an rochtain a bhíonn ag tuismitheoirí, daltaí agus páirtithe leasmhara ar dhoiciméid den chineál sin agus le stóráil shábháilte na sonraí.

This policy was formulated by Staff and Board of Management of Scoil an tSrátha Mhóir to identify the records required to be retained by the school to achieve this and to ensure confidentiality and manageable procedures in relation to access to such records by parents, pupils and stakeholders and the safe storage of such data.

Rinneadh uadsátú ar an mbeartas de réir na hathruithe atá i bhfeidhm ón 21 Meán Fómhair

2026 maidir leis an Rialachán Ginearálta maidir le Cosaint Sonraí (RGCS)

The policy was updated to reflect the new General Data Protection Regulations (GDPR) active from September 21st 2026.

Sa chás nach bhfuil an leagan Gaeilge agus an leagan Béarla ag teacht le chéile, is ag an leagan Gaeilge a bheidh forlámhas.
Should there be any discrepancy between the Irish and English in this policy, it is accepted that the Irish is the correct version and the English is provided as a translation.

Réasúnaíocht: ***Rationale***

- Riachtanas is ea beartas um chosaint sonraí agus coimeád taifead chun a chinntiú go bhfuil nósanna imeachta oiriúnacha curtha i bhfeidhm ag an scoil maidir le freagracht agus trédhearcacht;
  A policy on data protection and record keeping is necessary to ensure that the school has proper procedures in place in relation to accountability and transparency;

- Is nós maith é taifead a choimeád ar dhul chun cinn dalta ar mhaithe le riachtanais foghlama a shainaithint;
  It is good practice to record pupil progress so as to identify learning needs

- Caithfear beartas a chur i bhfeidhm le cinntiú go gcomhlíontar an reachtaíocht chomh maith le h-imlitreacha na roinne i Scoil an tSrátha Mhóir mar shampla;
  A policy must be put in place to ensure Scoil an tSrátha Mhóir complies with legislation and departmental circulars such as;

  1. **An tAcht Oideachais,** Alt 9(g) a éilíonn go dtabharfaidh scoil rochtain ar thaifid do dhaltaí os cionn 18 mbliana d'aois agus dá dtuismitheoirí;
  Education Act, *Section 9(g) requiring a school to provide access to records to students over 18 and their parents;*

  2. **An tAcht Oideachais (Leas) 2000** - lena n-áirítear forálacha a éilíonn go gcuirfidh scoil tuairisc ar fáil maidir le tinreamh, aistriú daltaí go scoileanna eile agus cumarsáid leis an Oifigeach Leasa Oideachais;
  Education Welfare Act 2000 *– including provisions requiring a school to report school attendance, the transfer of pupils to other schools and communications with the Education Welfare Officer ;*

  3. **An tAcht um Chosaint Sonraí 1998 agus an tAcht um Chosaint Sonraí (Leasú) 2003;**
  Data Protection Act 1998 and the Data Protection (Amendment) Act 2003;

  4. **Imlitir 0056/2011** - maidir le cur i bhfeidhm Straitéis Litearthachta agus Uimhearthachta Náisiúnta a bhaineann le Measúnú;

Circular Letter 0056/2011 *-regarding the implementation of the National Literacy and Numeracy Strategy regarding Assessment;*

5. **Imlitir 0024/2013** - maidir le córas na n-éileamh ar líne i mbunscoileanna aitheanta.
Circular Letter 0024/2013 *-regarding the online claims system in recognized primary schools.*

6. **Imlitir 0025/2015** - Príomhbhunachar Sonraí ar Líne
Circular Letter *0025/2015 Primary Online Database (POD)*
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7. **Rialachán Ginearalta maidir le Cosaint Sonraí 21 Meán Fómhair 2026 (RGCS)**
General Data Protection Regulation 21 September 2026 (GDPR)

Aidhmeanna/Cuspóirí: ***Aims and Objectives***

- Tuiscint a shoiléiriú - i gcomhairle leis an bhfoireann, leis na tuismitheoirí agus leis an mbainistíocht - ar na cineálacha taifead dalta a choimeádtar agus conas is féidir na taifid seo a chur ar fáil.
  To establish a clear understanding in consultation with staff and management as to the type of staff records that are maintained and how such records should be made available;

- Le cinntiú go gcomhlíontar na riachtanais reachtaíochta maidir le teidlíochtaí na ndaltaí, na foirne agus baill eile phobal na scoile ar chosaint sonraí i an tSrátha Mhóir
  To ensure that Scoil an tSrátha Mhóir complies with legislative requirements regarding the data protection entitlements of pupils, staff and other members of the school community.

- Taifid chuí maidir le dul chun cinn oideachasúil na ndaltaí a chur ar bun, rud a fhágann go mbeidh tuismitheoirí agus na baill foirne ábalta cuidiú le foghlaim an pháiste i mbealach fiúntach agus éifeachtach; agus a chinntiú go mbainfidh daltaí leas as múinteoireacht bhreise chuí agus tacaíocht airgeadais.
  To put in place proper records on the educational progress of pupils thereby enabling parents and staff to support a child's learning in a meaningful and constructive manner and to ensure that eligible pupils benefit from relevant additional teaching and financial supports;

- Tuairiscí ar dhul chun cinn oideachasúil an pháiste a thabhairt do na tuismitheoirí ar bhealach bríoch.
  To report to parents in a meaningful way on the educational progress of their pupils;

- Treoirlínte follasacha a bhunú ar conas na taifid sin a chur ar fáil do thuismitheoirí, páirtithe leasmhara agus iardhaltaí (os cionn 18 mbliana d'aois).
  To establish clear guidelines on making these records available to parents,

stakeholders and past pupils (over 18);

- Coinníollacha a leagan amach maidir leis an achar ama a gcoimeádfar na taifid agus na tuairiscí agus an modh ina gcoimeádfar iad.
  To stipulate the length of time records and reports will be retained and the manner in which they will be retained.

Na hOcht Riail Chosanta Sonraí *The Eight Rules of Data Protection*

1. Bailigh agus próiseáil na sonraí go cóir cothrom.
   Obtain and process information fairly.

2. Ná coiméad na sonraí ach amháin le haghaidh críche sonraithe, sanráite agus dleathaí amháin nó níos mó.
   Keep it only for one or more specified, explicit and lawful purposes.

3. Ná húsáid agus ná nocht na sonraí in aon slí a bheidh neamhréir leis na críocha sin.
   Use and disclose it only in ways compatible with these purposes.

4. Coinnigh slán sábháilte an t-eolas agus na sonraí.
   Keep it safe and secure.

5. Bíodh na sonraí beacht, comhlán agus suas chun dáta.
   Keep it accurate, complete and up to date.

6. Déan cinnte go bhfuil na sonraí leordhóthanach, ábhartha gan a bheith iomarcach.
   Ensure that it is adequate, relevant and not excessive

7. Ná coimeád na sonraí níos faide ná mar is gá don chuspóir nó do na cuspóirí sonraithe ar tugadh í
   Retain the information for no longer than is necessary. For the specified purpose or purposes for which it was given

8. Tabhair cóip de shonraí pearsanta an duine aonair dó/di má iarann sé /sí sin.
   Give a copy of his/her personal data to that individual on request

Scóip *Scope*

Sonraí: *Data*:
An fhaisnéis i bhfoirm inár féidir í a phróiseáil. Áirítear aon sonraí uathoibrithe (faisnéis ar ríomhaire nó faisnéis a taifeadadh chun í a chur ar ríomhaire ar ball) agus lámhshonraí (faisnéis a choiméadtar mar chuid de chóras comhaid ábhartha nó le hintinn a bheith ina chuid de chóras comhaid ábhartha)
What is meant by data is information collected in a form that can be processed. For the purposes of this policy, it includes automated data (information on computer or information recorded with the intention of putting it on a computer) and manual data (information that is

kept as part of a relevant filing system or with the intention that it should form part of a filing system)

Córas Comhaid Ábhartha: ***Relevant Filing System:***
Aon tacar d'fhaisnéis, bíodh is nach bhfuil sé ríomhairithe, atá structúrtha trí thagairt do dhaoine aonair, nó trí thagairt do chritéir i dtaobh duine aonair, i dtreo is gur furasta rochtain ar fhaisnéis shonrach i dtaobh dhuine aonair ar leith.
This refers to any set of information that, while not computerised, is structured by reference to pupils, staff or partners with whom the school has business, so that specific information relating to a particular individual is readily accessible.

Sonraí Pearsanta: ***Personal Data***
Sonraí a bhaineann le duine aonair gur féidir é/í a aithint ó na sonraí nó ó na sonraí ina dteannta faisnéise eile atá i seilbh an Oifeagach Cosanta Sonraí.
This refers to data belonging to an individual who is identifiable by this data or from any other personal data that is in possession of the Data Protection Officer.

Oifigeach Cosanta Sonraí ***Data Protection Officer***
Duine aonair nó aonán dlí a rialaíonn imneachair agus úsáid sonraí pearsanta. Is féidir an bord Bainistíochta na scoile a mheas ina rialaitheoir sonraí, an príomhoide ag feidhmiú ar son an Bhoird Bhainistíochta chun na feidhmeanna i gceist a chomhlíonadh.
A Data Protection Officer is the individual or staff which controls the contents and use of personal data. The school Board of Management can be considered the data controller protection officer, with the principal acting on behalf of the Board of Management in exercising the functions involved.

Treoirlínte ***Guidelines***

Glacann an Príomhoide ról an rialaitheora sonraí agus déanann sé maoirseacht ar chur i bhfeidhm na reachtaíochta maidir le cosaint sonraí laistigh den scoil. Roinntear na sonraí atá faoi chúram an Phríomhoide faoi na fo-theidil seo a leanas:-
The Principal assumes the function of data Protection Officer controller and supervises the application of the Data Protection legislation within the school. The data under the control of the Principal comes under the following headings:-

(i) Sonraí Pearsanta na nDaltaí: *Personal Data*

Baineann na sonraí sin le sonraí pearsanta na ndaltaí, mar shampla, ainm, seoladh, dáta breithe, inscne, náisiúntacht, bunadh eitneach (roghnaitheach), creideamh (roghnaitheach), sonraí leighis, eolas ar réim bia, UPSP, sonraí teagmhála agus ainmneacha na dtuismitheoirí.

This data relates to personal details of pupils such as name, address, date of birth, gender, nationality, medical details, dietary information, PPSN, contact details and parents' names. Parents/Guardians reserve the right not to disclose details related to ethnic origin/ background or religious beliefs

Coimeádtar na taifid sin i bhfoirm páipéir i gcófra faoi ghlas sa seomra ranga, agus i bhfoirm leictreonach ar bhunachar sonraí na scoile – is é sin Aladdin i láthair na huaire.
These records are retained in both manual form in a locked press in the classroom and in electronic form on the school database which is currently Aladdin.

(ii) Taifid na nDaltaí: ***Pupil Records:***

MR = Múinteoir Ranga:	COS = Comhordaitheoir ar Oideachais Speisialta
MOS = Múinteoir Oideachais Speisialta	P.O = Oifig an Phríomhoide;
R = Oifig an Rúnaí;	Al = Aladdin;
GW = Google Workspace,	SF = Seomra Foirne
MA = Múinteoir Achmhainne	

CT = Class Teacher	*SEC = Special Education Co-ordinator;*
SET- Special Education Teacher	*PO= Principal's Office;*
S = Secretary;	*AL = Aladdin;*
GW = Google Workspace,	*SR = Staffroom;*
RT = Resource Teacher	

Is éard atá i dtaifid na ndaltaí ná : *Person Pupil records may contain:*

- Sonraí pearsanta an dalta mar a leagtar amach thuas (R) (MR) agus (AL) — *Personal data of the student as outlined above (S, (CT) (AL)*
- Sonraí leighis atá íogair (Al) agus (R) — *Medical sensitive data (AL) (S)*

- Cártaí tuairisce scoile (MR) agus (AL) — *School report cards (CT) (AL)*
- Measúnuithe Síceolaíocha/Cliniciúla/Teiripe Shaothair/Cumas Cainte agus Teanga (CTF) (MR) P.O.) (AL) . — *Psychological/Clinical/Occupational Therapy/Speech and Language Assessments (LSC) (P.O) (C.T)* (AL) .
- Torthaí Trialacha Chaighdeánaithe (MR) agus (AL) — *Standardized Test Results (CT) (AL)*
- Taifid Thinrimh (AL) agus (MR) — *Attendance Records (AL) (CT)*
- Trialacha Scagtha, mar shampla, MIST NRIT agus Disléicse (MTF) (MR) agus (Al) — *Screening Tests such as Middle Infant Test (MIST) ,National Reading Intelligence Test (NRIT) and Dyslexia (LST) (CT) (AL)*
- Trialacha ceaptha ag múinteoirí. Ceapann gach múinteoir ranga a theimpléad nó a teimpléad féin le haghaidh trialacha (MR) — *Teacher – designed tests. Each class teacher designs his/her own test template (CT)*
- Torthaí ó Thástálacha Diagnóiseacha (MTF) *(AL)* agus (MR) — *Diagnostic Tests Reports (CT) (AL) and (LST)*
- Pleananna Oideachais Aonair (MTF) (MR) agus (AL) (GW) — *Individual Education Plans (LST) (CT) and (AL) (GW)*
- Sonraí ar Thacaíocht Foghlama/Acmhainní, mar shampla, taifid de chead/diúltiú fáil ar sheirbhísí Tacaíocht Foghlama/Acmhainní sa scoil (P.O) agus (MTF) — *Learning Support/Resource Data such as records of permission/refusal to access Learning Support (LS)/ Resource Teaching (RT) services in the school (RT) (P.O)*
- Fillteáin thionscadail na ndaltaí (MR) — *Portfolios of student work (CT)*
- Eolas teaghlaigh iomchuí, mar shampla, Orduithe Cúirte a bhaineann le caomhnóireacht etc. (P.O - agus (AL) — *Relevant family information such as Court Orders re custody etc. (P.O -DLP) (AL)*
- Sonraí maidir le teagmhais iompraíochta nó timpistí. ((PO) (AL) (MR) — *Details of behavioral incidents or accidents. (P.O.) (AL) (CT)*

- Foirm thoilithe Sínithe -cead a thabhairt an dalta a iompar ar thuras scoile/ griangrai fa ghlacadh/ an t- idirlíon a úsáid. (P.O) (R)

Photographs/School Tours/use of internet at school - parents/guardians sign a consent form when a child becomes enrolled in the school allowing their child access. (PO-S)

- Taifead ar thuairisc a seoladh chuig Tusla maidir le páiste ar bith nó ar chomhairle a fuarthas ó Tusla ar pháiste ar bith. Coiméadfar taifead freisin ar bhuairt a raibh léirithe ag oide ar bith don DIA. Úsaidtear cóid seachas ainmneacha na ndaltaí sa taifead seo. (PO agus faoi ghlas)

Records of referrals made to TUSLA regarding any child or records on advice sought from TUSLA are kept by the DLP. Codes are used rather than names in these records and they are kept under lock and key (PO)

Coimeádann gach múinteoir ranga taifid na ndaltaí faoi ghlas i gcomhadchaibinéad agus tá Chomh maith leis sin, baintear úsáid as bunachar sonraí scoile ríomhairithe.
Pupil records are held by each class teacher. A computerised school database is also used.

Roinnfear an t-eolas ar fad thuas le múinteoirí na scoile ar mhaithe an pháiste. Tá fáil ar an eolas cláraithe ar Aladdin ag an oide ranga na bliana sin agus ag na múinteoirí um oideachais speisialta. Tá taifead freisin stóráilte faoi Chomhad an Dalta ar an tiomantán scoile (Google workspace) Ní choimeadtar taifead ar dhaltaí ag tagairt do Chumhdach Leanaí ach sa seomra daingean.
All information and all pupil records are shared with class teachers in the interest of the pupils. Such details are made available on Aladdin to the class teacher and to the SEN team. Child Safeguarding and details of referrals are kept in a locked room and only accessible to the DLP and the DLLP.

(iii) Sonraí Bhaill Foirne: ***Staff Data***
Baineann na sonraí seo le heolas pearsanta agus proifisiúnta na mball foirne, mar shampla, ainm, seoladh, dáta breithe, sonraí teagmhála, sonraí an neasghaoil, uimhir phárolla, taifid thinrimh, cáilíochtaí, taifid scoile, saoire bhreoiteachta, Teastais ón gComhairle Múinteoireachta, Teastais Ghrinnfhiosrúcháin, Forbairt Ghairmiúil Leanúnach, CV, tuairisceáin scoile, ranganna a múineadh agus sinsearacht.
This data relates to personal and professional details of the Staff such as name, address, date of birth, contact details, next of kin details, payroll number, attendance records, qualifications, school records, sick leave, Teaching Council Certificates, Vetting Certificates, Continuous Professional Development, curriculum vitae, school returns, classes taught, seniority.

Coimeádtar na taifid seo i gcófra faoi ghlas in oifig an phríomhoide agus tá fáil ag an gCathaoirleach agus an Príomhoide orthu.
Staff records are held in a locked cabinet in the secretary or the principal's office. The Chairperson and the Principal have access to these records.

(iv) Sonraí Riaracháin: ***Administrative Data:***
Is éard atá sna sonraí seo: *This data includes data such as:*

● Leabhar Tuairisce ar Thimpiste	*Accident Report Book*
● Riar Foirme Slánaíochta Leigheasanna	*Administration of Medicines Indemnity Form*
● Beartais	*Policies*
● Comhaid FSS	*Health Service Executive files*
● Cuntaisí	*Accounts*
● Tuairiscí Tinrimh	*Attendance Reports, Roll Book, Registers*

Coimeádtar cuid de na taifid seo i bhfoirm páipéir in oifig an rúnaí, cuid eile in oifig an Phríomhoide. Coimeádtar cuid dóibh i bhfoirm leictreonach ar bhunachar sonraí na scoile – is é sin Aladdin i láthair na huaire.
These records are retained in both manual form in Oifig an Rúnaí, oifig an Phríomhoide and in electronic form on the school database which is currently Aladdin.

(v) Comhaid an Bhoird Bhainistíochta: ***Board of Management files:***
Comhaid an Bhoird Bhainistíochta lena n-áirítear na sonraí seo a leanas de ghnáth:
Board of Management files which may routinely include:

● Ainmneacha agus sonraí teagmhála gach ball den Bhord agus iarchomhaltaí an Bhoird.	*The names and contact details of each member of the Board and former Board members*
● Sonraí chruinnithe an Bhoird	*Details of appointments to the Board;*
● Cuntais scoile, íocaíochtaí deontais, íocaíochtaí síntiúis scoile etc.	*School accounts, grant payments, school subscription payments etc.*
● Miontuairiscí chruinnithe an Bhoird	*Minutes of Board meetings*
● Comhfhreagras don Bhord ina bhféadfaidh tagairtí do dhaoine aonair a bheith san áireamh.	*Correspondence to the board which may include references to individuals*

Coimeádann an Príomhoide, an Cathaoirleach nó an Rúnaí na taifid i bhfoirm páipéir agus tá siad ar fáil i bhfoirm leictreonach ar thiomantán an Bhoird (Google Workspace).

These records are retained in the Principal's office in manual form. Some of this data is stored in electronic form on Google Workspace Drive belonging to the Board of Management

(vi) Polasaí Ghrinnfhiosrúcháin an Gharda Síochána *Garda Vetting Policy*

Mar chuid den pholasaí seo déantar iniúchadh -grinnfhiosrúchán ar thuismitheoirí trí Phátrún na scoile, a bheadh teagmháil acu le páistí scoile agus iad ag tacú leis an scoil i róil éagsúla. Tá an t-eolas a bhailítear príobháideach agus rúnda agus is é an príomhoide agus duine ainmnithe ón mBord Bainistíochta a fheiceann an t-eolas amháin a thagann ar ais ó Phátrún na scoile. Stóráiltear an t-eolas in oifig an phríomhoide.

As a part of our Garda Vetting Policy, parents who wish to volunteer their services to the school that may involve direct contact with school children must be vetted through the school . The principal has access to these records and they are stored in the principal's office.

Rochtain ar Thaifid: ***Access to Records***

Beidh fáil ag na grúpaí seo a leanas ar na sonraí leagtha amach thuas i gcás inar b ábhartha agus iomchuí;
The following will have access where relevant and appropriate to the data listed above;

● Tuismitheoirí/caomhnóirí	*Parents/guardians*
● Iardhaltaí os cionn 18 mbliana d'aois	*Past pupils over 18*
● Feidhmeannacht na Seirbhíse Sláinte (FSS)	*Health Service Executive*
● Pearsanra scoile ainmnithe thuas	*Designated school personnel (as specified above)*
● Roinn Oideachais	*Department of Education*
● Bunscoileanna agus scoileanna dara leibhéal nuair is iomchuí).	*First and second-level schools (where relevant).*

Caithfidh tuismitheoirí cead a thabhairt i scríbhinn nó trí rphost a sheoladh sa chás go n-aistrítear sonraí go gníomhairí lasmuigh m.sh gairmithe sláinte srl.
Parental authorisation consent must be given in writing/email in the event of data being transferred to outside agencies such as health professionals etc.

Ní mór do ghníomhaireachtaí seachtracha a iarrann rochtain ar thaifid é sin a dhéanamh i scríbhinn agus fógra seacht lá a thabhairt. Tá an ceart go ndéanfaí faisnéis mhíchruinn a léirscriosadh nó a cheartú ar fáil chun aon bhotúin nó míchruinnis a athrú trí iarratas i scríbhinn chuig an oifigeach cosanta sonraí. Déantar é seo leis an údarú cuí trí na nósanna imeachta chéanna
Outside agencies requesting access to records must do so in writing giving seven days notice.

The right to erasure or rectification of inaccurate information is available to change any mistakes or inaccuracies by request in writing to the data protection officer. This is done with the proper authorisation through the same procedures

Tuairiscí Scoile Bliantiúla *The Annual School Report Form*

Úsáidtear foirm thuairisce scoile chaighdeánaithe agus déantar é seo a eisiúint i Mí an Mheithimh.
A standardized school report form is used which is issued in June of each year.

Stóráil *Storage*

(i) Cuirtear taifid uile na ndaltaí i dtaisce sa scoil ar feadh líon áirithe bliana go dtí go slánaíonn an t-iardhalta aois 25. Coimeádtar na taifid i gcomhad atá faoi ghlas sa seomra stórais i bhformáid leictreonach freisin ar bhunachar sonraí na scoile atá cosanta ag pasfhocal

All pupil records are stored in the school for 8 years after the pupil has left the school until the past pupil reaches the age of 25. These records are retained in a code which is locked in the store room and also in electronic format on the school database which is password protected.

Other documents/ reports are stored indefinitely in secure storage on the school premises (see Appendix 1). a locked room Access to in filing boxes and retained on the school database. Computerized records, systems are password protected.

(ii) Stóráiltear sonraí uile na foirne de réir Aguisín 1 ar feadh 12 mhí tar éis a lá deiridh sa scoil ar feadh tréimhse éiginnte laistigh den scoil agus/nó de réir threoirlínte na Roinne.
All staff data is stored as per Appendix 1 for 12 months after their final day in the school indefinitely .within the school and/or in line with departmental guidelines.

(iii) Stóráiltear na taifid eile de réir treoirlínte na Roinne;
All other data is stored in line with departmental guidelines;

(iv) Coimeádann gach múinteoir próifíl den dalta agus roinnt taifead ina s(h)eomra ranga f(h)éin agus cuirtear ar aghaidh iad chuig an gcéad mhúinteoir eile nuair a bhogann an dalta go dtí an chéad rang eile.
A pupil profile and selection of records are held by each teacher in his/her individual classroom and passed onto the next teacher as the child moves to the next class.

(v) Coimeádtar na leabhair rolla uile atá líonta go leictreonach ar Aladdin.
All completed school roll books are stored electronically on Aladdin
.
(vi) Déantar dramhpháipéir/asphriontaí a stialladh agus a dhiúscairt go cúramach.
All waste paper /printouts are shredded and disposed of carefully.

(vii) Tá fáil ag pearsanra údaraithe amháin ar na taifid stóráilte.
Access to these stored files is restricted to authorised personnel only.

Nóta: tá tuilleadh eolais faoi stóráil agus tréimhsí ama in Agiúsín 1.
NB: Please refer to Appendix 1 for more detailed information re: Recommendations regarding Safe storage and retention periods for different information.

Stórais Sonraí Leictreonach *Electronic Data Storage.*

Déanfar sonraí na scoile a stóráil lasmuigh den suíomh ag comhlacht atá fostaithe ar nós Aladdin atá in úsaid faoi láthair. Slánófar méid áirithe sonraí leictreonacha sa scoil- ag cinntiú go bhfuil an t-eolas seo sábhailte agus criptiú déanta air. Déanfar athstóráil ar eolas/sonraí chuig Aladdin. Déanfar cinnte go bhfuil criptiú déanta air agus an t eolas á sheoladh agus arís fad is atá sé i dtaisce.

Déanfar stór ar chláir ama, Comhaid na nDaltaí agus mhiontuairiscí na gcruinnithe foirne agus beartais na scoile ar thiomantáin na scoile (Google Drive)

The school's database will be hosted off the premises by a contracted third party (currently Aladdin). A limited set of electronic records will be held in the school. The storage appliances for these records will be secured in the building and the storage media encrypted. Backups will be made to an off-site (cloud-based) provider. These backups will be encrypted in transit (over the internet to the provider) and at rest (stored on the provider's appliances).

Timetables, Student Files, minutes of staff meetings and school policies are also stored on the school drive (Google Workspace)

Traenáil Foirne *Staff Training.*

Déanfar tagairt de cosaint sonraí ag cruinniú foirne ag tús gach scoilbhliana.
Data protection will be mentioned at a staff meeting at the beginning of each school year.

Tuairisciú Sárú Sonraí *Data Breach*

Má dhéantar sárú ar bheartas chosanta sonraí na scoile, déanfaidh Bord Bainistíochta na scoile an scéal a fhiosrú. Má dhéantar sárú nó má chailltear sonraí pearsanta ón scoil déanfar é a thuairisciú chuig Oifig an Choimisinéir Cosaint Sonraí taobh istigh de 72 uair a chloig, fiú muna bhfuil an t-imscrúdú curtha i gcríoch. Má cheaptar go dtiocfaidh dochar do dhuine de bharr cás sárú sonraí, cuirfear an duine ar an eolas chomh luath agus is féidir.
Any breach of the school's data protection policies and procedures will result in an investigation by the Board of Management. If the breach results in the loss or leakage of personal data it will

be reported to the Office of the Data Protection Commissioner within 72 hours, even if the investigation is not yet complete. Breaches that are likely to bring harm to an individual – such as identity theft or breach of confidentiality – will also be notified directly to the individuals concerned.

Teilifís Ciorcaid Iata (TCI) ***Closed Circuit Television (CCTV)***

Déantar córais TCI a lonnú sna háitribh ar an taobh amuigh d'fhonn slándáil an fhoirgnimh agus an trealaimh a bhaineann leis a chosaint.
A CCTV system operates on the school grounds in order to enhance the security of the premises.

- Is '*sonraí pearsanta*' iad na híomhánna inaitheanta a ghlacann córais TCI. Dá bharr sin, tá siad faoi réir coinníollacha na nAchtanna um Chosaint Sonraí, 1988 agus 2003.
  The recognisable images recorded by CCTV constitute 'personal data' and therefore come under the Data Protection Acts 1988 and 2003.
- Tá údarás tugtha ag an mBord Bainistíochta le húsáid TCI chun imlíne fhoirgnimh na scoile a rialú chun críoch slándála tailte agus foirgneamh agus inneachair na scoile a chosaint ó loitméireacht agus ón ngadaíocht Tá an córas ann chun íomhánna a ghlacadh d'ionróirí nó daoine aonair a dhéanfadh damáiste do threalaimh nó a bhainfeadh earraí gan cead. Is bealach é an TCI chun cuidiú le slándáil phearsanta daoine a bhfuil cead acu teacht ar shuíomh na scoile.
  The Board of Management of Scoil an tSrátha Mhóir have authorised the use of CCTV in order to protect the school grounds, the school buildings and its contents from vandalism and theft. The system also acts as a measure to enhance the personal security of all authorised persons entering the school grounds.

- Dá réir sin, coimeádfar na híomhánna a ghlacann córas TCI ar feadh míosa, ach amháin sa chás go sainaithnítear saincheist in íomhá ar leith agus coimeádtar an íomhá chun iniúchadh/ionchúiseamh a dhéanamh maidir leis an tsaincheist sin.
  Accordingly images recorded by the CCTV system shall be retained for one month except where an issue arises in relation to a particular image in which case the image shall be retained until the issue has been investigated or resolved.

Cead Griangraif ***Consent for Photographs***

Lorgaítear cead ó thuistí nuair atá a bpáiste á chlárú sa scoil leis an tuiscint go nglacfar grianghraf dá bpáiste ag ócaidí/.gníomhaíochtaí scoile agus go n-úsáidfí é sna meáin shóiséalta scoile.Is féidir aistarraingt a dhéanamh ar an gcead sin i scríbhinn chuig príomhoide na scoile ag am ar bith
On enrolment, written consent from parents for pupils to appear in photographs taken at school events with the possibility they may appear on school social media is sought. The consent may be withdrawn at any time by notifying the School Principal in writing.

Critéir Reatha *Success Criteria*

- Comhlíonadh na nAchtanna Cosaint Sonraí agusan tAcht um Reacht na dTréimhsí
  Compliance with Data Protection Act and Statute of Limitations Act.
- Rochtain éasca ar thaifid
  Easy access to records
- Creat curtha ar bun ar mhaithe le héascaíocht tiomsaithe agus tuairiscí a thabhairt
  Framework in place for ease of compilation and reporting.
- Stóráil taifead soláimhsithe
  Manageable storage of records.

Róil agus Freagrachtaí *Roles and Responsibilities*

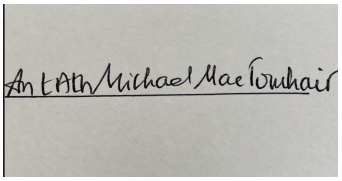
Cuirfidh foireann na scoile, faoi stiúir an Phríomhoide, an beartas i bhfeidhm agus déanfaidh siad monatóireacht air. Tá múinteoirí aonaracha freagrach as scrúdaithe ranga a dhearadh, a reachtáil agus taifead a dhéanamh ar thorthaí. Cinnteoidh an príomhoide go bhfuil caomhnú déanta ar thaifid agus iad stórálta i gceart ag díriú go háirithe ar pháistí ag aistriú go scoil eile.
The school staff, under the direction of the Principal will implement and monitor this policy. Individual teachers will design, administer and record all in-class testing. The Principal will ensure records are maintained and stored, particularly the records of students transferring to another school.

Clár-ama Athbhreithnithe *Review Schedule*
Déanfar an beartas a athbhreithniú agus a leasú de réir mar is gá ach ar a laghad gach trí bliain. (Aibreán 2028) Tá cóip den bheartas seo ar fáil do gach ball foirne agus ar shuíomh ghreasáin na scoile do thuismitheoirí na scoile.
This policy will be reviewed and amended as required but every three years at least (April 2028)
A copy of this policy will be made available to each member of staff and each parent through the school website.

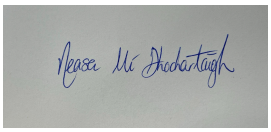
Daingniú agus Cumarsáid *Ratification and Communication*

Dhaingnigh an Bord Bainistíochta an beartas seo go hoifigiúil ar an 21ú Meán Fómhair 2026 Fógraíodh do bhaill phobal na scoile go bhfuil anbeartas ar fáil ó oifig na scoile agus ar suíomh na scoile.

This policy was ratified by the board of management on 21st September 2026. It was communicated to the school community by means of copies available from the office and on the school website.

Sínithe : 

Fr. Michael McKeever (Cathaoirleach - Bord Bainistíochta)



Neasa Uí Dhochartaigh (Príomhoide)

Dáta: 21 Meán Fómhair 2026

Aguisín 1: Stóráil Sábháilte agus na Tréimhsí ama gur chóir sonraí/eolas áirithe a choinneáil

Daltaí

1. Scoil Clárú / Leabhair Rollaí
2. Foirmeacha iontrála
3. Nótaí Smachta
4. Torthaí na dTrialacha Chaighdeánaithe
5. Measúnaithe Siceolasithe srl
6. Comhaid ROS/ IEPS
7. Tuairisciú ar thimpistí
8. Cumhdach Leanaí - TaifeadadhTuairiscithe
9. Achomharc Alt. 29.

Coinnigh go dtí go mbaineann an dalta amach aois **25 bliana d'aois.**

Baill Foirne

1. **Agallamh - Taifeadadh do bhaill foirne**

Tréimhse Ama le Sonraí a Choinneáil Bord

1. Agallaimh + Scéim Marcála + Nótaí an Bhoird Bainistíochta (do na hiarratasóirí nár éirí leo) **18 mhí ón spriocdháta a bhí ann na harratais a bheith istigh agus 6 mhí leis má bhíonn ar an mbinse comhionannais** (Equality Tribunal) an scoil a chur ar an eolas go bhfuil éileamh (claim) ar bun.

2. An Fhoireann Scoile - Taifead Tréimhse Ama le Sonraí a Choinneáil

   Conradh Fostaíochta, Clárú leis an gComhairle Múinteoireachta, taifid de ghrinnfhiosrúcháin na nGardaí srl Timpiste/Gortú ar an suíomh oibre

   Coinnítear ar feadh **thréimhse iomlán an fhostaíocht + 7 mbliana** eile leis. (6 bliana chun éileamh (claim) a dhéanamh i gcoinne na scoile agus bliain amháin leis chun imeachtaí a dháileadh ar an scoil)

Bord Bainistíochta –

Taifeadadh Tréimhse Ama le Sonraí a Choinneáil Bord Bainistíochta:

1. Clár na cruinnithe agus miontuairiscí **tréimhse éiginnte (indefinitely**)
2. TCI (Córas Slándála Teilifíse) - Taifeadadh Go h-iondúil, coinnítear an taifeadadh ar feadh 28 lá agus ansin glantar an taifeadadh go huathoibritheach. I gcás práinne Is féidir an taifeadadh a choinneáil chomh fada is a bhíonn sé riachtanach más gá.
3. Pá Rolla - Cáin Coimisinéirí Ioncaim - Tréimhse **6 bliana** i ndiaidh deireadh na bliana cáineach.
4. Sonraisc/Admháil Coinnigh ar **feadh 7 mbliana** Bord Bainistíochta – **Cuntaisí Scoile** Taifeadadh Tréimhse Ama le Sonraí a Choinneáil

Imscrúdú ar Cuntaisí scoile Tréimhse éiginnte I gcásanna áirithe, molann an Coimisúin Chosaint Sonraí gur chóir taifeadadh a choinneáil ar feadh **tréimhse 25 bliana** Forchuireann Reacht na dTréimhsí teorainn ar cearta gníomhaíochta ionas go mbeidh cosc ama ar aon ghníomh i ndiaidh tréimhse ama áirithe deimhnuithe. (The statute of Limitations imposes a limit on a right of action so that after a prescribed period any action can be time barred.)