



Gaelscoil Uí Riada

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Athbheithniú déanta	Déanta ag	Cead athbheithniú eile
Eanáir 2025	Bord Bainistíochta	Eanáir 2025

Beartas Príobháideachais

Beartas Cosanta Sonraí GS Uí Riada

Privacy Policy

Data Protection Policy GS Uí Riada

Ráiteas Tosaigh

Baineann Beartas Cosanta Sonraí na scoile leis na sonraí pearsanta atá i seilbh Bhord Bainistíochta na scoile (BoM), atá faoi chosaint na nAchtanna um Chosaint Sonraí 1988 go 2018 agus Rialachán Ginearálta Sonraí Pearsanta (GDPR) an AE. Tagann an polasaí seo in ionad Pholasaí Cosanta Sonraí bunaidh na scoile, atá i bhfeidhm ó 2008 i leith.

Baineann an polasaí le foireann uile na scoile, leis an mBord Bainistíochta, le tuismitheoirí/caomhnóirí, le mic léinn agus le daoine eile (lena n-áirítear mic léinn ionchasacha nó ionchasacha agus a dtuismitheoirí/caomhnóirí agus iarratasóirí ar phoist foirne laistigh den scoil) chomh fada agus a bhaineann bearta an pholasaí leo. Stórálfar sonraí go slán, ionas go gcosnófar faisnéis rúnda i gcomhréir leis an reachtaíocht ábhartha. Leagann an polasaí seo

amach an bealach a chosnóidh an scoil sonraí pearsanta agus catagóirí speisialta sonraí pearsanta

Feidhmíonn Gaelscoil Uí Riada modh “Príobháideacht trí Dhearadh” maidir le Cosaint Sonraí. Ciallaíonn sé seo go ndéanaimid pleanáil chúramach agus sonraí pearsanta á mbailiú againn ionas go gcuirfimid na prionsabail um chosaint sonraí isteach mar ghnéithe lárnacha de gach oibríocht sonraí roimh ré. Déanaimid iniúchadh ar na sonraí pearsanta a choinnímid chun

- a bheith in ann rochtain a sholáthar do dhaoine aonair ar a gcuid sonraí
- a chinntiú go gcoimeádtar slán é
- ár nósanna imeachta um chosaint sonraí a dhoiciméadú
- cuntasacht agus trédhearcacht a fheabhsú

Introductory Statement

*The school’s Data Protection Policy applies to the **personal data** held by the school’s Board of Management (BoM), which is protected by the Data Protection Acts 1988 to 2018 and the EU General Data Personal Regulation (GDPR). This policy replaces the school’s original Data Protection Policy, which has been in place since 2008.*

The policy applies to all school staff, the Board of Management, parents/guardians, students and others (including prospective or potential students and their parents/guardians and applicants for staff positions within the school) insofar as the measures under the policy relate to them. Data will be stored securely, so that confidential information is protected in compliance with relevant legislation. This policy sets out the manner in which personal data and special categories of personal data will be protected by the school

*Gaelscoil Uí Riada operates a “**Privacy by Design**” method in relation to Data Protection. This means we plan carefully when gathering personal data so that we build in the **data protection principles** as integral elements of all data operations in advance. We audit the personal data we hold in order to*

- *be able to provide access to individuals to their data*
- *ensure it is held securely*
- *document our data protection procedures*
- *enhance accountability and transparency*

Prionsabail um Chosaint Sonraí

Rialtóir sonraí pearsanta is ea Bord Bainistíochta na scoile a bhaineann lena foireann san am a chuaigh thart, san am i láthair agus sa todhchaí, mic léinn,

tuismitheoirí/caomhnóirí agus baill eile de phobal na scoile. Mar sin, tá oibleagáid ar an mBord Bainistíochta cloí leis na prionsabail um chosaint sonraí atá leagtha amach sna hAchtanna um Chosaint Sonraí 1988 go 2018 agus GDPR, ar féidir achoimre a dhéanamh orthu mar seo a leanas:

1. Sonraí Pearsanta a fháil agus a phróiseáil go cothrom

Bailítear eolas ar scoláirí le cabhair ó thuismitheoirí/chaomhnóirí agus ón bhfoireann. Aistrítear eolas freisin óna scoileanna roimhe seo. Maidir le heolas a choinníonn an scoil ar dhaoine aonair eile (baill foirne, daoine aonair atá ag cur isteach ar phoist laistigh den Scoil, tuismitheoirí/caomhnóirí na mac léinn, srl.), is gnách go dtugann na daoine aonair iad féin an t-eolas le toiliú iomlán agus eolasach agus tiomsaítear le linn í. gcúrsa a bhfostaíochta nó a dteagmhála leis an Scoil. Déileáiltear le gach sonraí den sórt sin de réir na reachtaíochta um Chosaint Sonraí agus théarmaí an Bheartais um Chosaint Sonraí seo. Déanfar an fhaisnéis a fháil agus a phróiseáil go cothrom

2. Toiliú

Sa chás go bhfuil toiliú mar bhonn le sonraí pearsanta a sholáthar, (m.sh. sonraí a theastaíonn chun dul isteach san fhoireann spóirt/gníomhaíocht iarscoile nó aon ghníomhaíocht roghnach scoile eile) ní mór don toiliú a bheith ina léiriú saor in aisce, sainiúil, eolach agus gan athbhrí ar shonraí an ábhair sonraí. mianta. Beidh gníomh soiléir, dearfach ag teastáil ó Ghaelscoil Uí Riada e.g. tic a chur i mbosca/doiciméad a shíniú chun toiliú a chur in iúl. Is féidir le hábhair sonraí toiliú a tharraingt siar sna cásanna seo

3. Coimeád é chun críche dleathach sonraithe amháin nó níos mó

Cuirfidh an Bord Bainistíochta daoine aonair ar an eolas faoi na cúiseanna a bhailíonn siad a gcuid sonraí agus na húsáidí a bhainfear astu. Coimeádtar an t-eolas ar fad ar mhaithe le leas an duine aonair i gcónaí

4. Déan é a phróiseáil ar bhealaí atá ag luí leis na cuspóirí ar tugadh dóibh ar dtús é

Ní dhéanfar sonraí a bhaineann le daoine aonair a phróiseáil ach ar bhealach atá comhsheasmhach leis na cuspóirí ar chucu a bailíodh iad. Ní nochtfar faisnéis ach ar bhonn 'riachtanais', agus déanfar rochtain air a rialú go docht

5. Coinnigh Sonraí Pearsanta sábháilte agus slán

Ní fhéadfaidh ach daoine a bhfuil fórchúis acu é sin a dhéanamh rochtain a fháil ar an bhfaisnéis. Stóráiltear Sonraí Pearsanta go slán faoi ghlas i gcás taifead láimhe agus cosnaítear iad le bogearraí ríomhaire agus cosaint pasfhocail i gcás sonraí a stóráiltear go leictreonach. (Tá Aladin, ár gCóras Bainistíochta Mac Léinn comhlíontach leis an GDPR.) Tá gléasanna iniompartha a stóráiltear sonraí pearsanta (cosúil le ríomhairí glúine) criptithe agus cosanta ag pasfhocal.

6. Sonraí Pearsanta a choinneáil cruinn, iomlán agus cothrom le dáta

Ba cheart do dhaltáí, tuismitheoirí/caomhnóirí, agus/nó baill foirne an scoil a chur ar an eolas faoi aon athrú ar cheart don scoil a dhéanamh ar a sonraí pearsanta agus/nó ar a sonraí pearsanta íogaire chun a chinntiú go bhfuil sonraí an duine aonair cruinn, iomlán agus cothrom le dáta. Nuair a bheidh an scoil curtha ar an eolas, déanfaidh an scoil gach athrú riachtanach ar na taifid ábhartha. Ní ceadmhach taifid a athrú nó a scriosadh gan údarú cuí. Má tá gá le hathrú/ceartú, ba chóir don duine a rinne an t-athrú nóta faoi fhíoras an údaráithe sin agus an t-athrú nó na hathruithe atá le déanamh ar aon bhuntaifead/doiciméadú a bheith dátaithe agus sínithe ag an té atá ag déanamh an athraithe sin.

7. Cinntigh go bhfuil sé leordhóthanach, ábhartha agus nach bhfuil sé iomarcach

Ní bhaileofar agus a stórálfar ach an méid faisnéise is gá chun seirbhís imleor a sholáthar

8. Ní choinnítear é níos faide ná mar is gá chun na críche nó na gcríoch sonraithe dár tugadh é

Mar riail ghinearálta, coimeádfar an t-eolas fad a bheidh an duine aonair sa scoil. Ina dhiaidh sin, comhlíonfaidh an scoil treoirínte ROS ar stóráil Sonraí Pearsanta a bhaineann le dalta. I gcás baill foirne, comhlíonfaidh an scoil treoirínte ROS agus ceanglais na gCoimisinéirí Ioncaim maidir le taifid a bhaineann le fostaithe a choinneáil. Féadfaidh an scoil freisin na sonraí a bhaineann le duine aonair a choinneáil ar feadh achar níos faide chun críocha forálacha ábhartha an dlí a chomhlíonadh agus/nó éileamh a chosaint faoi reachtaíocht fostaíochta agus/nó conradh agus/nó dlí sibhialta. Féach an tábla um Choinneáil Taifead Scoile

9. Cóip dá sonraí pearsanta a sholáthar d'aon duine ar iarratas

Tá sé de cheart ag daoine aonair eolas a bheith acu agus rochtain a bheith acu ar chóip de shonraí pearsanta atá á gcoinneáil fúthu, cé acu, agus an cuspóir lena bhfuil siad á gcoinneáil.

Data Protection Principles

The school BoM is a data controller of personal data relating to its past, present and future staff, students, parents/guardians and other members of the school community. As such, the BoM is obliged to comply with the principles of data protection set out in the Data Protection Acts 1988 to 2018 and GDPR, which can be summarised as follows:

1. Obtain and process Personal Data fairly

Information on students is gathered with the help of parents/guardians and staff. Information is also transferred from their previous schools. In relation to information the school holds on other individuals (members of staff, individuals applying for positions within the School, parents/guardians of students, etc.), the information is generally furnished by the individuals themselves with full and informed consent and compiled during the course of their employment or contact with the School. All such data is treated in accordance with the Data Protection legislation and the terms of this Data Protection Policy. The information will be obtained and processed fairly

2. Consent

Where consent is the basis for provision of personal data, (e.g. data required to join sports team/ after-school activity or any other optional school activity) the consent must be a freely-given, specific, informed and unambiguous indication of the data subject's wishes. Gaelscoil Uí Riada will require a clear, affirmative action e.g. ticking of a box/signing a document to indicate consent. Consent can be withdrawn by data subjects in these situations

3. Keep it only for one or more specified and explicit lawful purposes

The BoM will inform individuals of the reasons they collect their data and the uses to which their data will be put. All information is kept with the best interest of the individual in mind at all times

4. Process it only in ways compatible with the purposes for which it was given initially

Data relating to individuals will only be processed in a manner consistent with the purposes for which it was gathered. Information will only be disclosed on a 'need to know' basis, and access to it will be strictly controlled

5. imagesKeep Personal Data safe and secure

Only those with a genuine reason for doing so may gain access to the information. Personal Data is securely stored under lock and key in the case of manual records and protected with computer software and password protection in the case of electronically

stored data. (Aladdin, our Student Management System is GDPR compliant.) Portable devices storing personal data (such as laptops) are encrypted and password-protected.

6. *Keep Personal Data accurate, complete and up-to-date*

Students, parents/guardians, and/or staff should inform the school of any change which the school should make to their personal data and/or sensitive personal data to ensure that the individual's data is accurate, complete and up-to-date. Once informed, the school will make all necessary changes to the relevant records. Records must not be altered or destroyed without proper authorisation. If alteration/correction is required, then a note of the fact of such authorisation and the alteration(s) to be made to any original record/documentation should be dated and signed by the person making that change

7. *Ensure that it is adequate, relevant and not excessive*

Only the necessary amount of information required to provide an adequate service will be gathered and stored

8. *Retain it no longer than is necessary for the specified purpose or purposes for which it was given*

*As a general rule, the information will be kept for the duration of the individual's time in the school. Thereafter, the school will comply with DES guidelines on the storage of Personal Data relating to a student. In the case of members of staff, the school will comply with both DES guidelines and the requirements of the Revenue Commissioners with regard to the retention of records relating to employees. The school may also retain the data relating to an individual for a longer length of time for the purposes of complying with relevant provisions of law and or/defending a claim under employment legislation and/or contract and/or civil law. See **School Record Retention** table*

9. *Provide a copy of their personal data to any individual on request*

Individuals have a right to know and have access to a copy of personal data held about them, by whom, and the purpose for which it is held

Raon feidhme

Baineann an reachtaíocht um Chosaint Sonraí le coinneáil agus próiseáil Sonraí Pearsanta. Is é cuspóir an pholasaí seo ná cabhrú leis an scoil a dualgais reachtúla a chomhlíonadh, na dualgais sin a mhíniú d'fhoireann na Scoile, agus an fhoireann, na daltaí agus a dtuismitheoirí/caomhnóirí a chur ar an eolas faoin gcaoi a ndéileálfar lena sonraí.

Baineann an polasaí le foireann uile na scoile, an Bord Bainistíochta, tuismitheoirí/caomhnóirí, mic léinn agus daoine eile (lena n-áirítear mic léinn ionchasacha nó ionchasacha agus a dtuismitheoirí/caomhnóirí, agus iarratasóirí ar phoist foirne laistigh den scoil) a mhéid a láimhseálann nó a

phróiseálann an scoil a gcuid Pearsanta. Sonraí le linn dóibh a bheith ag déileáil leis an scoil

Scope

The Data Protection legislation applies to the keeping and processing of Personal Data. The purpose of this policy is to assist the school to meet its statutory obligations, to explain those obligations to School staff, and to inform staff, students and their parents/guardians how their data will be treated

The policy applies to all school staff, the Board of Management, parents/guardians, students and others (including prospective or potential students and their parents/guardians, and applicants for staff positions within the school) insofar as the school handles or processes their Personal Data in the course of their dealings with the school

Sainmhíniú ar Théarmaí Cosanta Sonraí

Chun oibleagáidí na scoile a thuiscint i gceart, tá roinnt príomhthéarmaí ann ar cheart do gach ball foirne scoile ábhartha a thuiscint:

Ciallaíonn Sonraí Pearsanta aon sonraí a bhaineann le duine nádúrtha sainaitheanta nó inaitheanta, i.e. duine beo atá nó is féidir a aithint ó na sonraí nó ó na sonraí i gcomhar le faisnéis eile atá i seilbh, nó ar dócha go dtiocfaidh sé ina sheilbh. an Rialaitheoir Sonraí (BoM)

Is é an Rialaitheoir Sonraí Bord Bainistíochta na scoile

Ábhar Sonraí – is duine aonair é is ábhar do shonraí pearsanta

Próiseáil Sonraí – aon oibríocht nó sraith oibríochtaí a dhéanamh ar shonraí, lena n-áirítear:

- Na sonraí a fháil, a thaifeadadh nó a choinneáil,
- Na sonraí a bhailiú, a eagrú, a stóráil, a athrú nó a oiriúnú
- Na sonraí a aisghabháil, dul i gcomhairle leo nó iad a úsáid
- Na sonraí a nochtadh trí iad a tharchur, a scaipeadh nó a chur ar fáil ar bhealach eile
- Na sonraí a ailíniú, a chomhcheangal, a bhlocáil, a scriosadh nó a scriosadh

Próiseálaí Sonraí – duine a phróiseálann faisnéis phearsanta thar ceann rialtóra sonraí, ach nach n-áirítear fostaí de chuid rialtóra sonraí a

phróiseálann sonraí den sórt sin le linn a bhfostaíochta, mar shampla, d'fhéadfadh go gciallódh sé seo fostaí de chuid eagraíochta lena mbaineann oibríonn an rialaitheoir sonraí as foinsí. Leagann an reachtaíocht um Chosaint Sonraí freagrachtaí ar eintitis dá leithéid maidir le próiseáil na sonraí. Úsáideann an scoil roinnt seirbhísí ina mbailítear sonraí na mac léinn agus na foirne: Aladdin (foireann agus daltaí), Cuntais Airgead Bunscoile (FSSU don fhoireann), Register 365 (óstáil gréasáin), píosaí scannáin TCI (gan a bheith in úsáid faoi láthair), líonraí sóisialta go léir a úsáideann an scoil.

Tagraíonn catagóirí speisialta de Shonraí Pearsanta do Shonraí Pearsanta maidir le sonraí duine

- bunús ciníoch nó eitneach
- tuairimí polaitiúla nó creidimh reiligiúnacha nó fealsúnacha
- sláinte fhisiciúil nó mheabhrach
- saol gnéis agus claonadh gnéasach
- sonraí géiniteacha agus bithmhéadracha
- ciontuithe coiriúla nó líomhain go ndearnadh cion
- ballraíocht ceardchumainn

Sárú ar Shonraí Pearsanta – sárú ar shlándáil as a dtagann scríos, cailteanas, cailteanas, athrú, nochtadh neamhúdraithe nó rochtain ar shonraí pearsanta arna dtarchur, arna stóráil nó arna bpróiseáil ar bhealach eile, de thaisme nó go neamhdhleathach. Ciallaíonn sé seo aon chomhréiteach nó cailliúint sonraí pearsanta, is cuma cén chaoi nó cén áit a dtarlaíonn sé

Definition of Data Protection Terms

In order to properly understand the school's obligations, there are some key terms, which should be understood by all relevant school staff:

Personal Data means any data relating to an identified or identifiable natural person i.e. a living individual who is or can be identified either from the data or from the data in conjunction with other information that is in, or is likely to come into, the possession of the Data Controller (BoM)

Data Controller is the Board of Management of the school

Data Subject – is an individual who is the subject of personal data

Data Processing – performing any operation or set of operations on data, including:

- Obtaining, recording or keeping the data,
- Collecting, organising, storing, altering or adapting the data
- Retrieving, consulting or using the data
- Disclosing the data by transmitting, disseminating or otherwise making it available
- Aligning, combining, blocking, erasing or destroying the data

*Data Processor – a person who processes personal information on behalf of a data controller, but **does not include an employee of a data controller** who processes such data in the course of their employment, for example, this might mean an employee of an organisation to which the data controller out-sources work. The Data Protection legislation places responsibilities on such entities in relation to their processing of the data. The school uses a number of services where student and staff data is collected: Aladdin (staff and pupils), Airgead Bunscoile Accounts (for staff), Register 365 (web hosting), CCTV footage (not applicable at present, all social networks that the school uses.*

Special categories of Personal Data refers to Personal Data regarding a person's

- racial or ethnic origin
- political opinions or religious or philosophical beliefs
- physical or mental health
- sexual life and sexual orientation
- genetic and biometric data
- criminal convictions or the alleged commission of an offence
- trade union membership

Personal Data Breach – a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data transmitted, stored or otherwise processed. This means any compromise or loss of personal data, no matter how or where it occurs

Réasúnaíocht

Chomh maith lena dualgais dlí faoi shainchúram leathan na reachtaíochta oideachais, tá freagracht dhlíthiúil ar an scoil cloí leis na hAchtanna um Chosaint Sonraí 1988 go 2018 agus an GDPR.

Míníonn an polasaí seo cén cineál sonraí a bhailítear, cén fáth a mbailítear iad, cá fhad a stórfar iad agus cé leis a roinnfear iad. Glacann an scoil an-dáiríre lena freagrachtaí faoin dlí um chosaint sonraí agus ba mhaith léi cleachtais shábháilte a chur i bhfeidhm chun sonraí pearsanta an duine aonair a chosaint. Aithnítear freisin go n-éascaítear measúnú ar an eolas le heolas fíorasach a thaifeadadh go cruinn agus a stóráil go sábháilte, rud a chuireann ar chumas an Phríomhoide agus an Bhoird Bainistíochta cinntí a dhéanamh maidir le feidhmiú éifeachtach na Scoile. Tá láimhseáil éifeachtach sonraí riachtanach freisin lena chinntiú go mbíonn comhsheasmhacht agus

leanúnachas ann nuair a bhíonn athruithe pearsanra laistigh den scoil agus den Bhord Bainistíochta.

Rationale

In addition to its legal obligations under the broad remit of educational legislation, the school has a legal responsibility to comply with the Data Protection Acts 1988 to 2018 and the GDPR

This policy explains what sort of data is collected, why it is collected, for how long it will be stored and with whom it will be shared. The school takes its responsibilities under data protection law very seriously and wishes to put in place safe practices to safeguard individual's personal data. It is also recognised that recording factual information accurately and storing it safely facilitates an evaluation of the information, enabling the Principal and Board of Management to make decisions in respect of the efficient running of the School. The efficient handling of data is also essential to ensure that there is consistency and continuity where there are changes of personnel within the school and Board of Management

Oibleagáidí Dlíthiúla Eile

Cuireann cur i bhfeidhm an bheartais seo dualgais agus freagrachtaí dlíthiúla eile na scoile san áireamh. Baineann cuid acu seo go díreach le cosaint sonraí. Mar shampla:

Faoi Alt 9(g) den Acht Oideachais, 1998, ní mór rochtain a thabhairt do thuismitheoirí dalta, nó dalta a bhfuil 18 mbliana d'aois slánaithe aige nó aici, ar thaifid a choimeádann an scoil maidir le dul chun cinn an dalta ina chuid oideachas.

Faoi Alt 20 den Acht Oideachais (Leas), 2000, caithfidh an scoil clár a choinneáil de gach dalta a fhreastalaíonn ar an Scoil.

Faoi Alt 20(5) den Acht Oideachais (Leas), 2000, tá dualgas ar Phríomhoide faisnéis áirithe a bhaineann le tinreamh an linbh ar scoil agus nithe eile a bhaineann le dul chun cinn oideachais an linbh a chur in iúl do Phríomhoide scoile eile a bhfuil an dalta inti. ag aistriú. Seolann Gaelscoil Uí Riada, tríd an bpost nó trí ríomhphost, cóip de Phas an linbh, arna sholáthar ag an gComhairle Náisiúnta Curaclaim agus Measúnachta, chuig Príomhoide na hiar-Bhunscoile ina bhfuil an dalta cláraithe.

Sa chás go bhfuil tuairiscí ar dhaltaí atá comhlánaithe ag gairmithe, seachas foireann Ghaelscoil Uí Riada, curtha san áireamh i gcomhaid reatha na

ndaltaí, ní chuirtear tuairiscí dá leithéid ar aghaidh chuig an Iar-Bhunscoil ach amháin tar éis cead sainráite scríofa a fháil agus a bheith faighte ó thuismitheoirí an Choiste. arsa na daltaí.

Faoi Alt 21 den Acht Oideachais (Leas), 2000, ní mór don scoil tinreamh nó neamhfheastal daltaí atá cláraithe sa scoil a thaifeadadh gach lá scoile @ 9:50r.n. ar Aladdin.

Faoi Alt 28 den Acht Oideachais (Leas), 2000, féadfaidh an Scoil Sonraí Pearsanta atá á gcoimeád aici a sholáthar do chomhlachtaí forordaithe áirithe (an Roinn Oideachais agus Scileanna, Tusla, an Chomhairle Náisiúnta um Oideachas Speisialta agus scoileanna eile). Ní mór don Bhord Bainistíochta a bheith sásta go n-úsáidfear é chun ‘críche ábhartha’ (lena n-áirítear stair oideachais nó oiliúna duine a thaifeadadh nó monatóireacht a dhéanamh ar a ndul chun cinn oideachais nó oiliúna; nó chun taighde a dhéanamh ar scrúduithe, rannpháirtíocht san oideachas agus éifeachtacht ghinearálta an duine sin). oideachas nó oiliúint)

Faoi Alt 14 den Acht um Oideachas do Dhaoine a bhfuil Riachtanais Speisialta Oideachais Acu, 2004, ceanglaítear ar an scoil cibé eolas a d’fhéadfadh an Chomhairle ó am go ham a chur ar fáil don Chomhairle Náisiúnta um Oideachas Speisialta (agus dá fostaithe, lena n-áireofaí Eagraithe Riachtanas Oideachais Speisialta). go ham a iarraidh le réasún

Soláthraíonn an tAcht um Shaoráil Faisnéise 1997 ceart cáilithe chun rochtain a fháil ar fhaisnéis atá i seilbh comhlachtaí poiblí nach gá gur “sonraí pearsanta” í, mar a dhéantar le reachtaíocht um chosaint sonraí. Cé nach bhfuil formhór na scoileanna faoi réir na reachtaíochta um shaoráil faisnéise faoi láthair, (cé is moite de scoileanna faoi stiúir na mBord Oideachais agus Oilíúna), má tá faisnéis curtha ar fáil ag scoil do chomhlacht atá clúdaithe ag an Acht um Shaoráil Faisnéise (amhail an Roinn). Oideachais agus Scileanna, etc.) d’fhéadfadh an comhlacht sin na taifid seo a nochtadh má dhéantar iarratas chuig an gcomhlacht sin

Faoi Alt 26(4) den Acht Sláinte, 1947, cuirfidh Scoil faoi deara gach saoráid réasúnach (lena n-áirítear saoráidí chun ainmneacha agus seoltaí daltaí atá ag freastal ar an scoil a fháil) a thabhairt d’údarás sláinte a bhfuil fógra iniúchta dochtúra seirbheáilte air. , e.g. iniúchadh fiaclóireachta

Faoin Acht um Thús Áite do Leanaí 2015, tá freagrachtaí ar dhaoine sainordaithe i scoileanna inní faoi leas leanaí a thuairisciú don TUSLA- An Ghníomhaireacht um Leanaí agus an Teaghlach (nó i gcás éigeandála agus nach bhfuil TUSLA ar fáil, don Gharda Síochána).

Other Legal Obligations

*Implementation of this policy takes into account the school's other legal obligations and responsibilities. Some of these are directly relevant to data protection. **For example:***

Under Section 9(g) of the [Education Act, 1998](#), the parents of a student, or a student who has reached the age of 18 years, must be given access to records kept by the school relating to the progress of the student in their education.

Under Section 20 of the [Education \(Welfare\) Act, 2000](#), the school must maintain a register of all students attending the School

Under Section 20(5) of the Education (Welfare) Act, 2000, a Principal is obliged to notify certain information relating to the child's attendance in school and other matters relating to the child's educational progress to the Principal of another school to which a student is transferring. Gaelscoil Uí Riada sends, by post or email, a copy of a child's Passport, as provided by the National Council for Curriculum and Assessment, to the Principal of the Post-Primary School in which the pupil has been enrolled

Where reports on pupils which have been completed by professionals, apart from Gaelscoil Uí Riada staff, are included in current pupil files, such reports are only passed to the Post-Primary school following express written permission having been sought and received from the parents of the said pupils.

Under Section 21 of the [Education \(Welfare\) Act, 2000](#), the school must record the attendance or non-attendance of students registered at the school on each school day @ 9:50am on Aladdin

Under Section 28 of the [Education \(Welfare\) Act, 2000](#), the School may supply Personal Data kept by it to certain prescribed bodies (the Department of Education and Skills, Tusla, the National Council for Special Education and other schools). The BoM must be satisfied that it will be used for a 'relevant purpose' (which includes recording a person's educational or training history or monitoring their educational or training progress; or for carrying out research into examinations, participation in education and the general effectiveness of education or training)

Under Section 14 of the Education for Persons with Special Educational Needs Act, 2004, the school is required to furnish to the National Council for Special Education (and its

employees, which would include Special Educational Needs Organisers) such information as the Council may from time to time reasonably request

The Freedom of Information Act 1997 provides a qualified right to access to information held by public bodies which does not necessarily have to be “personal data”, as with data protection legislation. While most schools are not currently subject to freedom of information legislation, (with the exception of schools under the direction of Education and Training Boards), if a school has furnished information to a body covered by the Freedom of Information Act (such as the Department of Education and Skills, etc.) these records could be disclosed by that body if a request is made to that body

Under Section 26(4) of the Health Act, 1947 a School shall cause all reasonable facilities (including facilities for obtaining names and addresses of pupils attending the school) to be given to a health authority who has served a notice on it of medical inspection, e.g. a dental inspection

Under Children First Act 2015, mandated persons in schools have responsibilities to report child welfare concerns to TUSLA- Child and Family Agency (or in the event of an emergency and the unavailability of TUSLA, to An Garda Síochána)

Gaol le sainspiorad na Scoile:

Féachann Gaelscoil Uí Riada le:

- mic léinn a chumasú a lánacmhainneacht a fhorbairt
- timpeallacht shábháilte shlán a sholáthar don fhoghlaim
- meas ar éagsúlacht luachanna, creideamh, traidisiún, teangacha agus bealaí maireachtála sa tsochaí a chur chun cinn

Tá sé mar aidhm againn na spriocanna seo a bhaint amach agus meas againn ar phríobháideacht agus ar chearta cosanta sonraí na mac léinn, na foirne, na dtuismitheoirí/gcaomhnóirí agus daoine eile a idirghníomhaíonn linn. Is mian leis an scoil na haidhmeanna/ misin seo a bhaint amach agus meas iomlán á tabhairt aici ar chearta an duine aonair ar phríobháideacht agus ar chearta faoin reachtaíocht um Chosaint Sonraí.

Relationship to characteristic spirit of the School:

Gaelscoil Uí Riada seeks to:

- enable students to develop their full potential
- provide a safe and secure environment for learning
- promote respect for the diversity of values, beliefs, traditions, languages and ways of life in society

We aim to achieve these goals while respecting the privacy and data protection rights of students, staff, parents/guardians and others who interact with us. The school wishes to achieve these aims/missions while fully respecting individuals' rights to privacy and rights under the Data Protection legislation.

Sonraí Pearsanta

D'fhéadfadh na nithe seo a leanas a bheith i dtaifid Sonraí Pearsanta atá i seilbh na scoile:

1. Taifid foirne:

Catagóirí sonraí foirne:

Chomh maith le baill foirne atá ann cheana féin (agus iarbhaill foirne), féadfaidh na taifid seo a bheith bainteach freisin le hiarratasóirí a chuireann isteach ar phoist sa scoil, múinteoirí faoi oiliúint agus múinteoirí faoi phromhadh. D'fhéadfadh go n-áireofaí ar na taifid foirne seo:

- Ainm, seoladh agus sonraí teagmhála, uimhir PSP.
- Ainm agus sonraí teagmhála an neasghaol i gcás éigeandála.
- Taifid bhunaidh ar iarratas agus ar cheapachán chuig poist ardaithe céime
- Sonraí faoi neamhláithreachtaí ceadaithe (sosanna gairme, saoire do thuismitheoirí, saoire staidéir, etc.)
- Sonraí ar thaifead oibre (cáilíochtaí, ranganna a mhúintear, ábhair, etc.)
- Sonraí faoi aon timpiste/díobhálacha a tharla ar réadmhaoin na scoile nó a bhain leis an mball foirne atá i mbun a ndualgas scoile
- Taifid ar aon tuairiscí a rinne an scoil (nó a fostaithe) maidir leis an mball foirne do ranna Stáit agus/nó do ghníomhaireachtaí eile faoin Acht um Thús Áite do Leanáí 2015

Personal Data

*The Personal Data records held by the school **may** include:*

1. Staff records:

Categories of staff data:

As well as existing members of staff (and former members of staff), these records may also relate to applicants applying for positions within the school, trainee teachers and teachers under probation. These staff records may include:

- *Name, address and contact details, PPS number.*
- *Name and contact details of next-of-kin in case of emergency.*
- *Original records of application and appointment to promotion posts*
- *Details of approved absences (career breaks, parental leave, study leave, etc.)*
- *Details of work record (qualifications, classes taught, subjects, etc.)*
- *Details of any accidents/injuries sustained on school property or in connection with the staff member carrying out their school duties*
- *Records of any reports the school (or its employees) have made in respect of the staff member to State departments and/or other agencies under Children First Act 2015*

Cuspóirí:

Coinnítear taifid foirne chun críocha:

- bainistiú agus riaradh ghnó na scoile (anois agus amach anseo)
- íocaíocht foirne a éascú, agus sochair/teidlíochtaí eile a ríomh (lena n-áirítear seirbhís ináirithe chun críche íocaíochtaí pinsin, teidlíochtaí agus/nó íocaíochtaí iomarcaíochta a ríomh nuair is ábhartha)
- chun íocaíochtaí pinsin a éascú sa todhchaí
- bainistíocht acmhainní daonna
- ag taifeadadh arduithe céime a rinneadh (doiciméadú a bhaineann le harduithe céime a ndearnadh iarratas orthu) agus athruithe ar fhreagrachtaí, etc.
- chun cur ar chumas na scoile a dualgais mar fhostóir a chomhlíonadh, lena n-áirítear timpeallacht shábháilte, éifeachtach oibre agus teagaisc a chaomhnú (lena n-áirítear comhlíonadh a cuid freagrachtaí faoin Acht um Shábháilteacht, Sláinte agus Leas ag an Obair 2005)
- a chur ar chumas na scoile cloí leis na ceanglais atá leagtha síos ag an Roinn Oideachais agus Scileanna, na Coimisinéirí Ioncaim, an Chomhairle Náisiúnta um Oideachas Speisialta, TUSLA, FSS*, agus aon ranna agus/nó gníomhaireachtaí rialtais, reachtúla agus/nó rialála eile.
- agus as comhlíonadh na reachtaíochta a bhaineann leis an scoil.

*mar atá sairdaithe do scoileanna ó Eanáir 2025. Féach aipindic 1

Suíomh agus nósanna imeachta slándála Ghaelscoil Uí Riada

1. Coinnítear taifid láimhe i gcaibinéad comhdúcháin slán faoi ghlas in oifig riaracháin faoi ghlas nach bhfuil rochtain ach ag pearsanra atá údaraithe chun na sonraí a úsáid. Ceanglaítear ar fhostaithe rúndacht aon sonraí a bhfuil rochtain acu orthu a choinneáil.
2. Stóráiltear taifid dhigiteacha ar ríomhaire atá cosanta ag pasfhocal le go leor bogearraí criptithe agus balla dóiteáin in oifig faoi ghlas. Tá an t-aláram buirgléir gníomhachtaithe ag an scoil le linn uaireanta lasmuigh den scoil.

Purposes:

Staff records are kept for the purposes of:

- *the management and administration of school business (now and in the future)*
- *to facilitate the payment of staff, and calculate other benefits/entitlements (including reckonable service for the purpose of calculation of pension payments, entitlements and/or redundancy payments where relevant)*
- *to facilitate pension payments in the future*
- *human resources management*
- *recording promotions made (documentation relating to promotions applied for) and changes in responsibilities, etc.*
- *to enable the school to comply with its obligations as an employer, including the preservation of a safe, efficient working and teaching environment (including complying with its responsibilities under the Safety, Health and Welfare at Work Act 2005)*
- *to enable the school to comply with requirements set down by the Department of Education and Skills, the Revenue Commissioners, the National Council for Special Education, TUSLA, the HSE*, and any other governmental, statutory and/or regulatory departments and/or agencies*
- *and for compliance with legislation relevant to the school.*

**as per instructions issued in January 2025 to all schools. See appendix 1*

Location and Security procedures of Gaelscoil Uí Riada

1. *Manual records are kept in a secure, locked filing cabinet in a locked administration office only accessible to personnel who are authorised to use the data. Employees are required to maintain the confidentiality of any data to which they have access.*
2. *Digital records are stored on password-protected computer with adequate encryption and firewall software in a locked office. The school has the burglar alarm activated during out-of-school hours.*

2. Taifid na mac léinn:

Catagóirí sonraí mac léinn:

Féadfaidh siad seo a bheith san áireamh:

- **Eolas a fhéadfar a lorg agus a thaifeadadh tráth an rollaithe agus a fhéadfar a chur le chéile agus a thiomsú le linn tréimhse an dalta sa scoil. Féadfaidh na nithe seo a leanas a bheith i measc na dtaifead seo:**
 - **ainm, seoladh agus sonraí teagmhála, uimhir PSP**
 - **dáta agus áit bhreithe**

- ainmneacha agus seoltaí tuismitheoirí/caomhnóirí agus a sonraí teagmhála (lena n-áirítear aon socrúithe speisialta maidir le caomhnóireacht, coimeád nó rochtain)
- creideamh reiligiúnach
- bunús ciníoch nó eitneach
- ballraíocht den Lucht Siúil, nuair is cuí
- cibé an sealbhóirí cárta leighis iad (nó a dtuismitheoirí).
- an é an Béarla príomhtheanga an dalta agus/nó an bhfuil tacaíocht Bhéarla de dhíth ar an dalta
- aon choinníollacha speisialta ábhartha (m.sh. riachtanais speisialta oideachais, saincheisteanna sláinte,) a d'fhéadfadh a bheith i bhfeidhm
- Eolas ar thaifid acadúil roimhe seo (lena n-áirítear tuarascálacha, teistiméireachtaí, measúnuithe agus taifid eile ó aon scoil(eanna) roimhe seo ar fhreastail an mac léinn uirthi
- Measúnuithe síceolaíochta, síciatracha agus/nó leighis
- Taifid tinrimh
- Déantar grianghraif agus íomhánna taifeadta de scoláirí (lena n-áirítear imeachtaí scoile agus gnóthachtáil á nótáil) a bhainistiú de réir an bheartais ar ghrianghrafadóireacht scoile a théann leis.
- Taifead acadúil – na hábhair a ndearnadh staidéar orthu, tascanna ranga, torthaí scrúduithe mar a thaifeadtar ar thuarascálacha oifigiúla na Scoile
- Taifid ar éachtaí suntasacha
- An bhfuil díolúine ón nGaeilge ag an scoláire
- Taifid ar shaincheisteanna/imscrúduithe araíonachta agus/nó smachtbhannaí a gearradh (Leabhar Taifid ar Aladdin)
- Taifid eile e.g. taifid ar aon ghortuithe/tionóiscí tromchúiseacha, (Nóta: moltar tuismitheoirí a chur ar an eolas go bhfuil taifead á dhéanamh ar eachtra ar leith).
- Taifid ar aon tuairiscí a rinne an scoil (nó a fostaithe) i leith an dalta do Ranna Stáit agus/nó do ghníomhaireachtaí eile faoin Acht um Thús Áite do Leanaí 2015.

Cuspóirí: Áirítear ar na cuspóirí a bhaineann le taifid mac léinn a choinneáil:

- le cur ar chumas gach dalta forbairt go dtí ac(h)umas iomlán
- chun ceanglais reachtacha nó riaracháin a chomhlíonadh
- a chinntiú gur féidir le mic léinn incháilithe leas a bhaint as na tacaíochtaí teagaisc nó airgeadais breise ábhartha

- tacú le soláthar teagasc reiligiúnach
- chun a chumasú dul i dteagmháil le tuismitheoirí/caomhnóirí i gcás éigeandála nó i gcás dúnadh scoile, nó tuismitheoirí a chur ar an eolas faoi dhul chun cinn oideachais a bpáiste nó tuismitheoirí a chur ar an eolas faoi imeachtaí scoile, etc.
- chun freastal ar riachtanais oideachais, shóisialta, fhisiciúil agus mhothúcháinach an dalta
- tógtar grianghraif agus íomhánna taifeadta de dhaltaí chun gnóthachtálacha scoile a cheiliúradh, e.g. bliainleabhair a thiomsú, suíomh idirlín scoile a bhunú, imeachtaí scoile a thaifeadadh, agus taifead a choinneáil ar stair na scoile. Tógtar na taifid sin agus úsáidtear iad de réir 'Beartas Grianghrafadóireachta na Scoile' agus 'Ráiteas Príobháideachta Shuíomh Gréasáin na Scoile'.
- a chinntiú go gcomhlíonann an dalta critéir iontrála na scoile
- a chinntiú go gcomhlíonann mic léinn an t-íosriachtanas aoise le freastal ar an mBunscoil.
- a chinntiú go gcomhlíonann aon scoláire atá ag lorg díolúine ón nGaeilge na critéir chun díolúine dá leithéid a fháil ó na húdaráis
- doiciméid/faisnéis faoin mac léinn a chur ar fáil don Roinn Oideachais agus Scileanna, don Chomhairle Náisiúnta um Oideachas Speisialta, TUSLA, agus do scoileanna eile, etc. de réir dlí agus treoracha arna n-eisiúint ag ranna rialtais
- doiciméid/faisnéis/tagairtí a chur ar fáil, nuair a iarrann an mac léinn (nó a tuismitheoirí/chaomhnóirí i gcás dalta faoi 18 mbliana d'aois) d'institiúidí oideachais dara leibhéal.

(Suíomh agus nósanna imeachta Slándála mar atá thuas):

2. *Student records:*

Categories of student data:

These may include:

- *Information which may be sought and recorded at enrolment and may be collated and compiled during the course of the student's time in the school. These records may include:*
 - *name, address and contact details, PPS number*
 - *date and place of birth*
 - *names and addresses of parents/guardians and their contact details (including any special arrangements with regard to guardianship, custody or access)*
 - *religious belief*
 - *racial or ethnic origin*
 - *membership of the Traveller community, where relevant*
 - *whether they (or their parents) are medical card holders*
 - *whether English is the student's first language and/or whether the student requires English language support*

- o *any relevant special conditions (e.g. special educational needs, health issues,) which may apply*
- *Information on previous academic record (including reports, references, assessments and other records from any previous school(s) attended by the student*
- *Psychological, psychiatric and/or medical assessments*
- *Attendance records*
- *Photographs and recorded images of students (including at school events and noting achievements) are managed in line with the accompanying policy on school photography.*
- *Academic record – subjects studied, class assignments, examination results as recorded on official School reports*
- *Records of significant achievements*
- *Whether the student is exempt from studying Irish*
- *Records of disciplinary issues/investigations and/or sanctions imposed (Leabhar Taifid on Aladdin)*
- *Other records e.g. records of any serious injuries/accidents, (Note: it is advisable to inform parents that a particular incident is being recorded).*
- *Records of any reports the school (or its employees) have made in respect of the student to State Departments and/or other agencies under Children First Act 2015.*

Purposes: The purposes for keeping student records include:

- *to enable each student to develop to his/her full potential*
- *to comply with legislative or administrative requirements*
- *to ensure that eligible students can benefit from the relevant additional teaching or financial supports*
- *to support the provision of religious instruction*
- *to enable parents/guardians to be contacted in the case of emergency or in the case of school closure, or to inform parents of their child's educational progress or to inform parents of school events, etc.*
- *to meet the educational, social, physical and emotional requirements of the student*
- *photographs and recorded images of students are taken to celebrate school achievements, e.g. compile yearbooks, establish a school website, record school events, and to keep a record of the history of the school. Such records are taken and used in accordance with the 'School Photography Policy' and 'School Website Privacy Statement'.*
- *to ensure that the student meets the school's admission criteria*
- *to ensure that students meet the minimum age requirement for attendance at Primary School.*
- *to ensure that any student seeking an exemption from Irish meets the criteria in order to obtain such an exemption from the authorities*

- *to furnish documentation/information about the student to the Department of Education and Skills, the National Council for Special Education, TUSLA, and other schools, etc. in compliance with law and directions issued by government departments*
- *to furnish, when requested by the student (or their parents/guardians in the case of a student under 18 years) documentation/information/references to second-level educational institutions.*

(Location and Security procedures as above):

3. Taifid an Bhoird Bainistíochta:

Catagóirí de shonraí an Bhoird Bainistíochta:

- Ainm, seoladh agus sonraí teagmhála gach comhalta den Bhord Bainistíochta (lena n-áirítear iarchomhaltaí an Bhoird Bainistíochta)
- Taifid i ndáil le ceapacháin chun an Bhoird
- Miontuairiscí cruinnithe an Bhoird Bainistíochta agus comhfhreagras chuig an mBord a bhféadfadh tagairtí do dhaoine aonair a bheith iontu.

Cuspóirí:

A chur ar chumas an Bhoird Bainistíochta feidhmiú de réir an Achta Oideachais 1998 agus reachtaíocht infheidhme eile agus taifead a choinneáil ar cheapacháin agus ar chinntí an Bhoird.

(Suíomh agus nósanna imeachta Slándála mar atá thuas):

3. *Board of Management records:*

Categories of Board of Management data:

- *Name, address and contact details of each member of the Board of Management (including former members of the Board of Management)*
- *Records in relation to appointments to the Board*
- *Minutes of Board of Management meetings and correspondence to the Board which may include references to individuals.*

Purposes:

To enable the Board of Management to operate in accordance with the Education Act 1998 and other applicable legislation and to maintain a record of Board appointments and decisions.

(Location and Security procedures as above):

4. Taifid Eile: Creidiúnaithe

Catagóirí de shonraí an Bhoird Bainistíochta:

Féadfaidh an scoil cuid den fhaisnéis seo a leanas, nó an t-eolas ar fad, a choinneáil faoi chreidiúnaithe (ar daoine aonair féinfhostaithe cuid acu):

- ainm
- seoladh
- sonraí teagmhála
- Uimhir PSP
- sonraí cánach
- sonraí bainc agus
- méid a d'íoc

Cuspóirí: Is iad na críocha chun taifid chreidiúnaithe a choinneáil:

Tá an t-eolas seo ag teastáil le haghaidh gnáthbhainistíocht agus riaradh chúrsaí airgeadais na scoile, lena n-áirítear sonrasc a íoc, cuntais airgeadais bhliantúla a thiomsú agus comhlíonadh iniúchtaí agus imscrúduithe na gCoimisinéirí Ioncaim.

(Suíomh agus nósanna imeachta Slándála mar atá thuas):

4. *Other Records: Creditors*

Categories of Board of Management data:

The school may hold some or all of the following information about creditors (some of whom are self-employed individuals):

- *name*
- *address*
- *contact details*
- *PPS number*
- *tax details*
- *bank details and*
- *amount paid*

Purposes: The purposes for keeping creditor records are:

This information is required for routine management and administration of the school's financial affairs, including the payment of invoices, the compiling of annual financial accounts and complying with audits and investigations by the Revenue Commissioners.

(Location and Security procedures as above):

5. Taifid Eile: Foirmeacha Ais Cháin Charthanais

Catagóirí de shonraí an Bhoird Bainistíochta:

Féadfaidh an scoil na sonraí seo a leanas a choinneáil maidir le deontóirí a thug síntiúis charthanachta don scoil:

- ainm
- seoladh
- uimhir theileafóin
- Uimhir PSP
- ráta cánach
- síniú agus
- méid comhlán an tsíntiúis.

Cuspóirí: Is iad na críocha chun taifid chreidiúnaithe a choinneáil:

Tá scoileanna i dteideal leas a bhaint as an scéim faoisimh chánach le haghaidh deonacháin airgid a fhaigheann siad. Chun an faoiseamh a éileamh, ní mór don deontóir teastas (CHY2) a chomhlánú agus é a chur ar aghaidh chuig an scoil chun ligean dó an tsuim chomhlánaithe cánach a bhaineann leis an síntiús a éileamh. Is é an t-eolas a iarrtar ar an deimhniú cuí ná ainm an tuismitheora, seoladh, uimhir PSP, ráta cánach, uimhir theileafóin, síniú agus méid comhlán an tsíntiúis. Coinníonn an Scoil é seo i gcás iniúchta ag na Coimisinéirí Ioncaim.

(Suíomh agus nósanna imeachta Slándála mar atá thuas):

5. **Other Records: Charity Tax-back Forms**

Categories of Board of Management data:

The school may hold the following data in relation to donors who have made charitable donations to the school:

- *name*
- *address*
- *telephone number*
- *PPS number*
- *tax rate*
- *signature and*
- *the gross amount of the donation.*

Purposes: The purposes for keeping creditor records are:

Schools are entitled to avail of the scheme of tax relief for donations of money they receive. To claim the relief, the donor must complete a certificate (CHY2) and forward it to the school to allow it to claim the grossed up amount of tax associated with the donation. The information requested on the appropriate certificate is the parents' name, address, PPS number, tax rate, telephone number, signature and the gross amount of the donation. This is retained by the School in the event of an audit by the Revenue Commissioners.

(Location and Security procedures as above):

6. Tinreamh Fostaithe:

Coinnítear loga digiteach d'fhreastal fostaithe ar nós rúnaí, feighlí agus glantóirí go sábháilte san oifig agus faoi chosaint pasfhocail

Íomhánna/taifeadtaí CCTV

Tá sé i gceist ag an mBord CCTV a shuiteáil i nGaelscoil Uí Riada ag am éigin go luath.

Suiteálfar ceamaraí taobh amuigh timpeall fhoirgneamh na scoile ar bhallaí seachtracha. Is féidir ceamara amháin a chur isteach sa fhorhalla a chlúdaíonn príomhbhealach isteach na scoile. Taifeadfaidh na córais CCTV seo íomhánna den fhoireann, de mhic léinn agus den phobal a thugann cuairt ar an áitreabh. Beidh an stáisiún féachana i seomra freastalaí na scoile agus beidh sé cosanta ag pasfhocal.

Cuspóirí:

Sábháilteacht agus slándáil na foirne, na mac léinn agus na gcuairteoirí agus chun maoin agus trealamh na scoile a chosaint. Ní úsáidtear é chun teagmhais iompair nó idirghníomhaíochtaí idir daoine a imscrúdú.

Slándáil:

Tá rochtain ar íomhánna/taifeadtaí teoranta do Phríomhoide, Príomhoide Tánaisteach Múinteoirí Buan, Rúnaí agus Coiméadaí na scoile. Coinneofar taifeadtaí ar feadh 7 lá, ach amháin más gá chun eachtra a imscrúdú. Is féidir íomhánna/taifeadtaí a fheiceáil nó a chur ar fáil don Garda Síochána de bhun reachtaíocht na nAchtanna um Chosaint Sonraí.

Freastal ar ionaid lasmuigh d'ócáidí agus gníomhaíochtaí scoile:

Freastalóidh daltaí & múinteoirí, in ionaid eile, ar imeachtaí agus ar ócáidí éagsúla scoile inar féidir sruthú beo/taifeadtaí a chraoladh agus a choinneáil ar feadh tréimhse sainithe. Cé nach liosta críochnúil é seo, ina measc beidh : Ceiliúradh na Sacraimintí i Séilpéal SMA Naomh Iósaif, Wilton ([Polasaí Teagasc Chríostaí is Séilpéal an SMA](#)) Feiseanna i Halla na Cathrach & Halla An tAthair Maitiú, Claisceadal Bunscoile sa Cheoláras Náisiúnta srl. le foireann & daltaí Ghaelscoil Uí Riada i láthair. Leanfaidh eagraíochtaí rialaithe na n-ionad agus na n-ócáidí seo a bpolasaí GDPR maidir le húsáid agus coinneáil íomhánna fhoireann & daltaí Ghaelscoil Uí Riada. Cuirfear tuismitheoirí agus caomhnóirí na mac léinn ar an eolas faoi sin. Éascófar iad siúd nach dtoilíonn lena n-íomhánna a úsáid.

6. Attendance of Employees:

A digital log of employees' attendances such as secretary, caretaker and cleaner is held securely in the office area and under password protection

CCTV images/recordings

The Board intends to install CCTV in Gaelscoil Uí Riada at some date in the near future.

Cameras will be installed externally around the school building on external walls. 1 camera will be possibly installed internally in the foyer covering the main entrance to the school. These CCTV systems will record images of staff, students and members of the public who visit the premises. The viewing station will be in the server room of the school and will be password protected.

Purposes:

Safety and security of staff, students and visitors and to safeguard school property and equipment. It is not used to investigate incidents of behaviour or interactions between people.

Security:

Access to images/recordings is restricted to the Principal, Deputy Principal Secretary, Permanent Teaching Staff and Caretaker of the school. Recordings will be retained for 7 days, except if required for the investigation of an incident. Images/recordings may be viewed or made available to An Garda Síochána pursuant to Data Protection Acts legislation.

Attendance at venues for school occasions and activities:

Students & teachers will attend, in other venues, various school occasions functions and activities in which livestreaming/recordings may be broadcast and retained for a defined period. While not exhaustive, these may include: Sacramental Celebrations in SMA Church Wilton, Feiseanna in City Hall & Fr Matthew Hall, Primary Ensembles in City Hall & National Concert Hall etc. The governing organisations of such venues and occasions will follow their GDPR policy relating to use and retention of the images of staff & pupils of Gaelscoil Ui Riada. The parents and guardians of students will be notified of the same. Those not consenting to the use of their images will be facilitated.

Torthaí scrúdaithe

Coinneoidh an scoil sonraí ina mbeidh torthaí scrúdaithe maidir lena scoláirí. Áirítear orthu seo roinnt torthaí measúnaithe ranga, meántearma, bliantúil agus leanúnach (i gComad Mheasúnaithe an mhúinteora) agus gach tortha na dTriailacha Caighdeánaithe Aladdin.

Cuspóirí:

Is é príomhaidhm na dtorthaí scrúdaithe seo ná monatóireacht a dhéanamh ar dhul chun cinn an scoláire agus bonn fóna a sholáthar chun comhairle a chur orthu féin agus ar a dtuismitheoirí nó ar a gcaomhnóirí faoi leibhéil ghnóthachtála oideachais agus moltaí don todhchaí. Féadfar na sonraí a chomhiomlánú freisin chun críocha staidrimh/tuairiscithe, mar shampla táblaí torthaí a thiomsú. Is féidir na sonraí a aistriú chuig an Roinn Oideachais agus Scileanna, an Chomhairle Náisiúnta Curaclaim agus Measúnachta agus scoileanna eile a aistríonn daltaí chucu. Tá nósanna imeachta maidir le Suíomh agus Slándáil mar atá leagtha amach thuas

Examination results

The school will hold data comprising examination results in respect of its students. These may include class, mid-term, annual and continuous assessment results (teachers assessment folder) and all the results of Standardised Tests on Aladdin.

Purposes:

The main purpose for which these examination results are held is to monitor a student's progress and to provide a sound basis for advising them and their parents or guardian about educational attainment levels and recommendations for the future. The data may also be aggregated for statistical/reporting purposes, such as to compile results tables. The data may be transferred to the Department of Education and Skills, the National Council for Curriculum and Assessment and other schools to which pupils move. Location and Security procedures are as outlined above

Naisc le polasaithe eile agus le seachadadh curaclaim

Caithfidh ár bpolasaithe scoile a bheith ag teacht lena chéile, laistigh de chreat an Phlean Scoile iomlán. Scrúdófar polasaithe scoile ábhartha atá i bhfeidhm cheana féin nó atá á bhforbairt nó á n-athbhreithniú ag tagairt don Bheartas um Chosaint Sonraí agus tabharfar aghaidh ar aon impleachtaí atá aige dóibh.

D'fhéadfadh na beartais seo a leanas a bheith ina measc siúd a breithníodh:

- Bunachar Sonraí Dalta Ar Líne (POD): Bailiú sonraí chun críocha bunachar sonraí daltaí ar líne na Roinne Oideachais agus Scileanna a chomhlíonadh.
- Nósanna Imeachta um Chaomhnú Leanaí
- Nósanna Imeachta Frithbhulaíochta
- Cód Iompraíochta
- Beartas Rollaithe
- Beartas um Úsáid Inghlactha TFC
- Beartas Measúnaithe
- Beartas um Riachtanais Speisialta Oideachais
- Beartas Teagmhais Chriticiúil
- Beartas Tinrimh

Links to other policies and to curriculum delivery

Our school policies need to be consistent with one another, within the framework of the overall School Plan. Relevant school policies already in place or being developed or reviewed, shall be examined with reference to the Data Protection Policy and any implications which it has for them shall be addressed.

The following policies may be among those considered:

- *Pupil Online Database (POD): Collection of the data for the purposes of complying with the Department of Education and Skills' pupil online database.*
- *Child Protection Procedures*
- *Anti-Bullying Procedures*
- *Code of Behaviour*
- *Enrolment Policy*
- *ICT Acceptable Usage Policy*
- *Assessment Policy*
- *Special Educational Needs Policy*
- *Critical Incident Policy*
- *Attendance Policy*

Próiseáil ar aon dul le cearta an duine is ábhar do na sonraí

Próiseálfar sonraí sa scoil seo ar aon dul le cearta an ábhair sonraí. Tá an ceart ag ábhair sonraí:

- Bíodh a fhios agat cad iad na sonraí pearsanta atá á gcoimeád ag an scoil
- Iarraidh rochtain ar aon sonraí atá á gcoimeád ag rialaitheoir sonraí
- Cosc a chur ar phróiseáil a sonraí chun críocha margaíochta díri
- Iarr go ndéanfaí sonraí míchruinn a leasú
- Iarr ar na sonraí a scriosadh nuair nach bhfuil sé riachtanach a thuilleadh nó nach mbaineann le hábhar.

Processing in line with a data subject's rights

Data in this school will be processed in line with the data subject's rights. Data subjects have a right to:

- *Know what personal data the school is keeping on them*
- *Request access to any data held about them by a data controller*
- *Prevent the processing of their data for direct-marketing purposes*
- *Ask to have inaccurate data amended*
- *Ask to have data erased once it is no longer necessary or irrelevant.*

Próiseálaithe Sonraí

Sa chás go ndéanann an scoil próiseálaí sonraí a sheachfhoinsiú lasmuigh den láthair, tá sé riachtanach de réir an dlí conradh scríofa a bheith i bhfeidhm (Comhaontú seirbhíse Tríú páirtí scríofa). Sonraíonn comhaontú tríú páirtí

Ghaelscoil Uí Riada na coinníollacha faoinar féidir na sonraí a phróiseáil, na coinníollacha slándála a bhaineann le próiseáil na sonraí agus nach mór na sonraí a scriosadh nó a chur ar ais ar chríochnú nó ar fhoirceannadh an chonartha.

Data Processors

Where the school outsources to a data processor off-site, it is required by law to have a written contract in place (Written Third party service agreement). Gaelscoil Uí Riada's third party agreement specifies the conditions under which the data may be processed, the security conditions attaching to the processing of the data and that the data must be deleted or returned upon completion or termination of the contract.

Sárúithe ar Shonraí Pearsanta

Ní mór gach teagmhas ina bhfuil sonraí pearsanta curtha i mbaol a thuairisciú d'Oifig an Choimisinéara Cosanta Sonraí laistigh de 72 uair an chloig.

Nuair is dócha go mbeidh riosca ard do chearta agus saoirsí daoine nádúrtha mar thoradh ar shárú sonraí pearsanta, ní mór don Bhord Bainistíochta an sárú sonraí pearsanta a chur in iúl don duine is ábhar do na sonraí gan aon mhoill mhíchuí.

Má thagann próiseálaí sonraí ar an eolas faoi shárú sonraí pearsanta, ní mór dó é sin a chur in iúl don rialaitheoir sonraí (BoM) gan aon mhoill mhíchuí.

Personal Data Breaches

All incidents in which personal data has been put at risk must be reported to the Office of the Data Protection Commissioner within 72 hours

When the personal data breach is likely to result in a high risk to the rights and freedoms of natural persons, the BoM must communicate the personal data breach to the data subject without undue delay

If a data processor becomes aware of a personal data breach, it must bring this to the attention of the data controller (BoM) without undue delay.

Déileáil le hiarratas rochtana sonraí

Tá daoine aonair i dteideal cóip dá sonraí pearsanta ar iarratas scríofa

Tá an duine i dteideal cóip dá shonraí pearsanta

Ní mór freagra a thabhairt ar an iarratas laistigh de mhí amháin. D'fhéadfadh síneadh a bheith ag teastáil e.g. thar thréimhsí saoire. Ní féidir a ráthú go bhfaighfear sonraí ar ais ach amháin le linn am téarma. Is féidir iarratais a dhéanamh ó 25 Lúnasa go 30 Meitheamh gach bliain. Ní ráthófar a sonraí faoi aon iarratas lasmuigh den am seo laistigh de mhí amháin ón iarraidh.

Ní fhéadfar aon táille a ghearradh ach amháin i gcúinsí eisceachtúla ina bhfuil na hiarrataí athchleachtach nó gur léir go bhfuil siad gan bhunús nó iomarcach

Ní féidir aon sonraí pearsanta a sholáthar maidir le duine aonair eile seachas an damhna sonraí

Eolas a sholáthar ar an teileafón

Ba chóir d'fhostaí atá ag déileáil le fiosrúcháin teileafóin a bheith cúramach faoi aon eolas pearsanta atá ag an scoil a nochtadh ar an bhfón. Go háirithe, ba cheart don fhostaí:

- Iarr ar an nglaoiteoir a iarratas a chur i scríbhinn
- Cuir an t-iarratas faoi bhráid an Phríomhoide ar chúnamh i gcásanna deacra
- Ní bhraitheann iachall ar fhaisnéis phearsanta a nochtadh

Dealing with a data access request

Individuals are entitled to a copy of their personal data on written request

The individual is entitled to a copy of their personal data

Request must be responded to within one month. An extension may be required e.g. over holiday periods. Data can only be guaranteed to be recovered during term time. Requests

can be made from August 25th to June 30th each year. Any request outside of this time will not be guaranteed their data within one month of the request.

No fee may be charged except in exceptional circumstances where the requests are repetitive or manifestly unfounded or excessive

No personal data can be supplied relating to another individual apart from the data subject.

CLICEAIL ANSEO:

<http://www.dataprotectionschools.com/en/Data-Protection-Guidelines/Data-Access-Requests/Age-of-Consent-for-Access-Requests/There-is-No-Age-of-Consent-for-Access-Requests.html>

Providing information over the phone

An employee dealing with telephone enquiries should be careful about disclosing any personal information held by the school over the phone. In particular, the employee should:

- Ask that the caller put their request in writing
- Refer the request to the Principal for assistance in difficult situations
- Not feel forced into disclosing personal information

Socruithe, róil agus freagrachtaí cur chun feidhme

Is é an Bord Bainistíochta an rialaitheoir sonraí agus cuireann an Príomhoide an Beartas um Chosaint Sonraí i bhfeidhm, ag cinntiú go bhfuil an fhoireann a láimhseálann nó a bhfuil rochtain acu ar Shonraí Pearsanta eolach ar a bhfreagrachtaí cosanta sonraí.

Tá an pearsanra seo a leanas freagrach as an Beartas um Chosaint Sonraí a chur i bhfeidhm:

Ainm	Freagracht
Bord Bainistíochta:	Rialaitheoir Sonraí
Príomhoide:	Cur i bhFeidhm Polasaí

Daingniú & cumarsáid

Daingnithe ag an gcruinniú BoM ar [Dáta] agus sínithe ag an gCathaoirleach. Thairfead an Rúnaí an daingniú i Miontuairiscí an chruinnithe

Monatóireacht ar chur i bhfeidhm an bheartais

Déanfaidh an Príomhoide, an fhoireann agus an Bord Bainistíochta monatóireacht ar chur i bhfeidhm an pholasaí

An polasaí a athbhreithniú agus a mheas

Déanfar an polasaí a athbhreithniú agus a mheas tar éis dhá bhliain. Tabharfaidh athbhreithniú agus meastóireacht leanúnach aird ar fhaisnéis nó ar threoirilínte atá ag athrú (m.sh. ón gCoimisinéir Cosanta Sonraí, ón Roinn Oideachais agus Scileanna nó ó TUSLA), reachtaíocht agus aiseolas ó thuismitheoirí/chaomhnóirí, mic léinn, foireann scoile agus daoine eile. Déanfar an polasaí a athbhreithniú de réir mar is gá i bhfianaise athbhreithnithe agus meastóireachta den sórt sin agus laistigh de chreat na pleanála scoile

Sínithe:

Thar ceann agus thar ceann an Bhoird Bhainistíochta

Dáta: Deimhnithe

Féach ar ár nIníúchadh Sonraí le do thoil chun faisnéis shonrach a fháil ar cé chomh fada agus a choinnímid taifid.

[GDPR Audit 2022.docx](#)

Implementation arrangements, roles and responsibilities

The BoM is the data controller and the Principal implements the Data Protection Policy, ensuring that staff who handle or have access to *Personal Data* are familiar with their data protection responsibilities

The following personnel have responsibility for implementing the Data Protection Policy:

Name	Responsibility
Board of Management:	Data Controller
Principal:	Implementation of Policy

Ratification & communication

Ratified at the BoM meeting on *[Date]* and signed by Chairperson. Secretary recorded the ratification in the Minutes of the meeting

Monitoring the implementation of the policy

The implementation of the policy shall be monitored by the Principal, staff and the Board of Management

Reviewing and evaluating the policy

The policy will be reviewed and evaluated after 2 years. On-going review and evaluation will take cognisance of changing information or guidelines (e.g. from the Data Protection Commissioner, Department of Education and Skills or TUSLA), legislation and feedback from parents/guardians, students, school staff and others. The policy will be revised as necessary in the light of such review and evaluation and within the framework of school planning

Signed:

For and behalf of Board of Management

Date: Ratified

[Please see our Data Audit for specific information on how long we keep records for.](#)

[GDPR Audit 2022.docx](#)

Aipindic1/ Appendix 1:

Sainordú ón FSS/Mandate from HSE to all school January 2025: Litir mhínithe

A Thuismitheoir/Chaomhnóir, a chara,

Tá clár sláinte scoile FSS mar chuid de chlár uilíoch saor in aisce na hÉireann um chúram cliniciúil do gach leanbh.

Áirítear leis:

- scagadh ar radharc na súl agus ar éisteacht
- vacsaíní

- seiceálacha fiaclóireachta

D'éascaigh [Scoil X] an clár ar feadh roinnt blianta trí:

- fhoirmeacha toilithe a dháileadh le haghaidh rannpháirtíochta
- úsáid áitreabh na scoile ag foireann FSS

Reachtaíocht nua

Tá dualgais ar gach scoil faoin RGCS (An Rialachán Ginearálta maidir le Cosaint Sonraí).

Mar chuid de seo, ba mhaith liom nuashonrú a rinneadh ar an reachtaíocht le déanaí a roinnt leat. Baineann an nuashonrú sin le sonraí daltaí a roinnt le FSS. Tá dhá rialachán reachtúla nua sínithe ag an Aire Sláinte. Is iad sin:

1. Na Rialacháin um Ghalair Aicídeacha (Leasú) (Uimh. 3), 2024
2. Na Rialacháin Sláinte (Faisnéis a Sholáthar don tSeirbhís Scrúdaithe agus Cóireála Sláinte), 2024

Iarratas ar fhaisnéis chuig an scoil

Déanfaidh foireann sláinte scoile de chuid FSS teagmháil leis an scoil nuair atá na cuairteanna a bpleanáil. Iarrfaidh siad faisnéis faoi leanaí atá incháilithe don chlár.

Faoi na rialacháin, ní mór don scoil an fhaisnéis seo a leanas a chur ar fáil:

- ainm, seoladh, dáta breithe agus gnéas an dalta
- sloinne breithe na máthar
- sonraí teagmhála (lena n-áirítear ainm, uimhir theileafóin agus seoladh ríomhphoist a dtuismitheora/gcaomhnóra)
- UPSP an dalta (más ann dó)

- ainm na scoile a bhfreastalaíonn an dalta uirthi agus uimhir rolla na scoile

Tá oibleagáid dhlíthiúil ar an scoil seo na sonraí a chur ar fáil do FSS laistigh de 10 lá ó iarratas uathu.

An chúis a bhfuil an fhaisnéis ag teastáil

Úsáideann an t-altra na sonraí sin chun foirmeacha toilithe agus aon eolas ábhartha eile a sheoladh chuig an scoil. Cuidíonn na sonraí freisin lena chinntiú go sroicheann an clár an oiread leanaí agus is féidir. Ligeann sé don altra obair leantach a dhéanamh le teaghlaigh nach gcuireann an fhoirm toilithe ar ais, ag cur eolas breise ar fáil chun a chinntiú nach bhfágfar leanaí amach as an tseirbhís.

Beidh an rogha agat i gcónaí toiliú go nglacfadh do leanbh páirt sna seirbhísí a chuireann an clár ar fáil.

Tá nóta ó FSS chuig tuismitheoirí/caomhnóirí ceangailte agam. Tabharfaidh sé seo tuilleadh eolais duit faoin gclár sláinte scoile

The HSE's school health programme is part of Ireland's free universal programme of clinical care for all children.

It includes:

- eyesight and hearing screening
- vaccines
- dental checks

Gaelscoil Uí Riada has facilitated the programme for a number of years through the: • distribution of consent forms for participation

- use of the school premises by the HSE team

New legislation

Every school has obligations under GDPR (General Data Protection Regulation).

As part of this, I want to share a recent update to legislation. This update is about the sharing of pupil data with the HSE. The Minister for Health has signed two new statutory regulations. . These are the:

1. Infectious Diseases (Amendment) (No. 3) Regulations 2024
2. Health (Provision of Information for Health Examination and Treatment Service) Regulations 2024

Information request to the school

A HSE school health team will contact the school when planning their visits. They will ask for information about children who are eligible for the programme.

Under the regulations, the school must provide the following information:

- the name, address, date of birth and sex of the pupil
- the mother's birth surname
- contact details (including the name, phone number and email address of their parent/guardian)
- the pupil's PPSN (if any)
- the name of the school which the pupil attends and the school roll number

The school has a legal obligation to provide the data to the HSE within 10 days of a request from them.

Why the information is needed

The nurse uses these details to send in consent forms and any other relevant information to the school. The data also helps to make sure the programme reaches as many children as possible. It allows the nurse to follow up with families who do not return the consent form, providing additional information to make sure children do not miss out on the service.

You will continue to have the choice to consent to your child taking part in the services offered by the programme.

I have attached a note to parents/guardians from the HSE. This will give you more information about the [school health programme](#).

Le meas
Breannan Ó Gréilligh