



SALESIAN COLLEGE CELBRIDGE

DATA PROTECTION POLICY

SUMMARY STATEMENT FOR SCHOOL WEB-SITE

May 2020

All members of staff of Salesian College are obliged to respect the personal and private information it has access to regarding its students and their families.

All members of staff have a duty and responsibility to respect all written and electronic records of its students and fellow colleagues.

All members of staff understand and respect that all members of our school community are entitled to request all their recorded data.

Salesian College respects the rights of all its students, families and members of staff to ensure their personal data and information is used for the correct purposes only.

Salesian College understands and respects the use of Information and Communication Technology for educational and administrative purposes.

Salesian College understands that any records written hard copy or electronic copies with information regarding students can be accessed and requested by the student (if over 18) and parents and guardians.

Salesian College uses the following whole-school ICT systems for educational and administrative purposes:

- Department of Education – ESINET portal (On-line claims system- OLCS)
- Department of Education – Post-Primary On-line Data – PPOD
- Microsoft / Office 365
 - This is used for shared educational resources and Salesian College email and internal communications system.
 - All staff can remotely access this system for teaching and learning resources and to access Salesian College email system.
 - Members of staff have and use tablets and laptops. All members of staff must ensure that there is no personal data relating to students stored on any laptop, tablet or device which may be removed from Salesian College premises.
- VS- Ware – the on-line / cloud based School Information Management System.

- VS- Ware is an authorised and recognised MIS by the DES for the purposes of collecting and processing of student data.
- Easypaymentsplus
 - Salesian College will use an electronic / on-line cloud based system for all student financial school payments
- IT system
 - Salesian College operates in internal shared network. This network is used for administrative purposes. It is accessed by the Principal, Deputy Principal and Office and Bursar staff.
 - Salesian College works with an external ICT monitoring company for its ICT support. This company monitors Salesian Colleges' internal network and Salesian College based back up as well as an off-site /cloud based back up.

In preparing this policy Salesian College will review the technical settings of the CCTV system to assess the number of days the images are retained on the system. Presently access to images/recordings is restricted to Principal, Deputy Principal, Year heads and Caretaker. Images/recordings may be viewed or made available to An Garda Síochána pursuant to section 8 Data Protection Acts 1988 and 2003.

Salesian College will also review with its IT Support Services company how school portable devices storing personal data (such as laptops) should be encrypted and password protected before they are removed from Salesian College premises.

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

This policy was ratified by the Board of Management on 20th May 2020