St. Mary's BNS Rathfarnham
Data Protection Privacy Statement for Parents, Guardians and Pupils

Effective from the 25th May, 2018 (Updated November '21)

Individuals have a number of rights in relation to their personal information – i.e. personal data – and these rights have been enhanced by the General Data Protection Regulation (GDPR). This Data Protection Statement describes how we at St. Mary's collect and process personal data, in accordance with the GDPR and the school's legal obligations generally in relation to the provision of education. Processing is the legal term used to describe various acts including - the collection, recording, organisation, structuring, storage, alteration, use of, retrieval, disclosure or transmission of information.

This Statement applies to pupils, parents and guardians. By enrolling your child in and/or by attending St. Mary's you acknowledge and agree to the collection and processing of personal information by the school.

For your information this Statement outlines:

- Who we are and how to contact us;
- What information we collect, process and retain;
- How information is collected and processed and the purpose and legal basis for so doing;
- Sharing information with third parties;
- Individual legal rights.

1. WHO WE ARE AND HOW TO CONTACT US

St. Mary's is a data controller responsible for personal data - i.e. information relating to an identified or identifiable natural person. St. Mary's process personal data, i.e. the school collects, records, stores, retains and uses personal data. St. Mary's will respond to your questions in relation to this data protection statement and our approach to privacy.
If you have any questions about this data protection statement, including any request to exercise your legal rights, please contact us at: **principal@marysbns.ie**

2. INFORMATION COLLECTED

St. Mary's may collect the following personal information on pupils and parents/guardians:

(i) Pupil Information

- Personal details such as name, address, date of birth, gender, PPS number, nationality, emergency contact information and information in relation to the pupil's family as may be required,
- Any Special Education Needs (SEN),
- Any Child Protection information,
- Academic records, school reports, pupil learning needs, pupil behaviour needs, permission for access to educational reports, individual education and learning support plans,
- Personal Pupil Profiles (including whether English is the pupil's first language or if exempt from any subjects e.g. Irish or religion),
- Psychological referral/assessment documentation and permission for access to psychological reports,
- Information for the Primary Online Database (POD),
- Information for Special Educational Needs Organiser (SENO),
- Information for TUSLA (the Child and Family Agency) and/or the Health Service Executive (HSE),
- Attendance records and explanatory notes in relation to absences,

- Disciplinary records including notes that may be held by the teacher(s), incident and accident reports, investigations and sanctions if imposed,
- Permission notes in respect of school activities e.g. school tours/trips and outings, extra-curricular activities, (including Curricular, RSE/Stay Safe Programme(s)),
- Photographs and recorded images of pupil(s) (including at school events),
- School Transport information,
- CCTV footage and other information obtained through electronic means,

(ii) Sensitive Personal Information – Pupils

St. Mary's may collect and process the following special categories of more sensitive personal information such as:

- Information about pupil's health, medical certificates, medical needs, allergies and consent for administration of medicine,
- Religious belief and confirmation of engagement or not in Religious Sacraments,
- Membership of the Traveller Community,
- Racial or Ethnic origin.

(iii) Parent / Guardian Information

St. Mary's may collect and process the following personal information from parents/guardians such as:

- Contact details of parent / guardian e.g. name, address, email address, telephone number(s)
- Information regarding legal orders in respect of any family law disputes in respect of guardianship, custody or access,
- Occupation and nationality,
- Number of children, position of pupil(s) in family,
- Consent in respect of medical/other emergencies,
- Consent in respect of school activities e.g. school tours/trips and outings, extra-curricular activities,
- Consent to publish photographs and schoolwork of pupils on school website / print media etc.
- Records, correspondence or notes arising from interaction with Parents / Guardians,

3. PURPOSE & LEGAL BASIS FOR COLLECTING & PROCESSING INFORMATION

St. Mary's collects and processes personal information (as listed above) about pupils and parents /guardians for a variety of purposes and relies on a number of legal grounds to do so. St. Mary's requires this information to perform our duties and responsibilities and to comply with our legal and statutory obligations. In addition, St. Mary's requires this personal information to pursue the legitimate interests of the school and our dealings with relevant third parties (see below). The legitimate interests upon which we rely are the effective operation and management of St. Mary's and managing the education and welfare needs of our pupils. St. Mary's processes personal data on the basis of the following lawful purposes:

a) Legal Obligation

St. Mary's collects and process personal information to comply with our legal and statutory obligations, including, but not limited to those under the Education Act 1998 (as Amended), the Education (Welfare) Act 2000, the Education for Persons with Special Needs (EPSEN) Act 2004, the Health Act 1947, the Children First Act 2015, the Child Protection Procedures for Primary and Post-Primary Schools 2017, the Teaching Council Acts 2001-2015 and Safety Health and Welfare at Work legislation

b) Legitimate Interests

St. Mary's may also process personal information to:

- enable Pupils to develop to their full potential and meet the educational, social, physical and emotional requirements of the pupil,
- enable Parents and Guardians to be contacted in the case of emergency, school closures and to inform Parents and Guardians of their child's educational progress,
- secure and benefit from the support and services of relevant third parties.

c) Consent

St. Mary's sometimes process some of pupils' personal information with consent e.g. photograph which may be displayed on the school's website or on social media platforms or in the print media. Please note that consent can be withdrawn at any time by contacting the school.

4. HOW PERSONAL INFORMATION IS COLLECTED

(i) Pupils

St. Mary's collects personal information about pupils through the enrolment process and/or through expressions of interest in relation to enrolment. Additional information is collected from third parties, including former schools and through school activities and general interaction(s) during the course of the pupil's time at St. Mary's.

(ii) Parents and Guardians

St. Mary's collects personal information about parents and guardians through the enrolment process or expressions of interest for enrolment. We collect additional personal information through general interaction during the course of the pupil's time in St. Mary's

5. INFORMATION AND THIRD PARTIES

St. Mary's may receive from, share and/or transfer information to a range of third parties such as the following:

- ***The Department of Education and Skills***
- ***TUSLA / the Child and Family Agency***
- ***The National Council for Special Education***
- ***National Educational Psychological Service (NEPS)***
- ***Department of Social Protection and/or other state benefit providers***
- ***An Garda Síochána***
- ***School Insurance Provider***
- ***Third Party Service Providers***: We may share personal information with third party service providers that perform services and functions at our direction and on our behalf such as our accountants, IT service providers including printers, lawyers and other advisors, and providers of security and administrative services, including data processing/cloud storage service providers e.g. Databiz

6. DATA RETENTION

We will only retain personal information for as long as it is necessary to fulfil the purposes the information was collected for, including any legal, accounting or reporting requirements. c. f. St. Mary's Record Keeping Policy Appendices 1-3

7. TRANSFER OF PERSONAL INFORMATION OUTSIDE THE EUROPEAN UNION

St. Mary's may transfer the personal information we collect to countries outside the EU. Where there is no adequacy decision by the European Commission in respect of any such country that means that that country is deemed not to provide an adequate level of protection for your data. However, to ensure personal information does receive an adequate level of protection we will in such circumstances put in place appropriate measures such as the use of model contractual clauses as approved by the European Commission to ensure personal information is treated by those third parties in ways that are consistent with respect to EU and Irish Laws on Data Protection.

8. INDIVIDUAL RIGHTS

Individuals have several rights under GDPR which in certain circumstances are limited and/or constrained. These individual rights include the right – free of charge and subject to any limitations as may apply – to:

1. Request a copy of the personal information held about the individual;
2. Rectify any inaccurate personal data held about the individual;
3. Erase personal information held about the individual;
4. Restrict the processing of individual personal information;
5. Object to the use of individual personal information for our legitimate interests;
6. Receive individual personal information in a structured commonly used and machine-readable format and to have that data transmitted to another data controller.

If you wish to exercise any of these rights please contact us at the school at **principal@marysbns.ie**

St. Mary's will endeavour to respond to your request within a month. If we are unable to deal with your request within a month we may extend this period by a further two months and we will explain why.

You also have the right to lodge a complaint to the office of the Data Protection Commission.

9. UPDATES

We will update this data protection statement every three years. Any updates will be made available and, where appropriate notified to you.

Ratification and Communication

This statement was ratified by the Board of Management in November 2021

Signed: _____ **Date: _____**

John Hughes, Chairperson Board of Management

Appendix 1: St. Mary's Record Keeping Policy

A. Central and Class-Based Special Needs Records and Assessments

B. Central and Class-Based Pupil Records

C. Central Staff Records

St. Mary's Record Keeping Policy - A: Central and Class-based Pupil Records

Content of Policy: Details of all personal data which will be held, the format in which it will be held, the purpose(s) for collecting the data in each case, where the data will be stored/ archived, who will be responsible for the storing/ updating of the data and who will have access to the data

What? **1. Format** **2. Purpose**	**Who?** **1. Administration** **2. Responsibility**	**Where?** **1. Stored** **2. Archived (where applicable)**	**Who?** **1. Access**
Application Forms **1.** Application forms stored in Manual & electronic format **2.** To comply with legislative and administrative requirements	1. Secretary 2. Principal	1. Stored in office (manual) and on Databiz & P.O.D. 2. Hard copy stored in Secretary's Office until child leaves the school	1. Principal, Teachers, Secretary, BoM
Clárúchán (Registration) 1. Electronic & Manual 2. Input of pupil data on enrolment to comply with legislative requirements	1. Secretary inputs details initially and updates if notified of change 2. Overall responsibility lies with Principal	1. Stored in press in the office and on Databiz & P.O.D. 2. Stored indefinitely	1. Class Teacher, Principal, DES, BoM, Secretary
Emergency Contact Details 1. Stored in manual format and stored in electronic format on Databiz 2. To comply with legislative requirements; to enable parents/ guardians to be contacted in case of emergency etc.	1. Secretary updated annually and as required throughout the year 2. Principal	1. Stored in manual format in the secretary and principals' office and in electronic format on database	1. BoM, Principal, Teachers, Secretary
Birth Certificates 1. Copy of Birth Certificates kept in Manual Format **2.** Required to prove age for entry	1. Secretary 2. Principal	1. Copy kept with application forms in office.	1. Principal, Teachers, Secretary

What? **1. Format** **2. Purpose**	**Who?** **1. Administration** **2. Responsibility**	**Where?** **1. Stored** **2. Archived (where applicable)**	**Who?** **1. Access**
Daily Attendance Record 1. Electronic Format (DataBiz) 2. Attendance School Record/ Statistics/ To comply with legislative & administrative requirements	1. Teacher updates daily Secretary compiles Attendance Summary Sheet from Data (monthly & yearly) 2. Overall responsibility- Principal	1. Electronic copy in office 2. On Databiz indefinitely	1. Class Teacher, Principal, DES, BoM, Secretary
Notes explaining absences 1. Manual Format -and/or electronic format 2. To comply with legislative requirements	1. Teacher stores written notes for the current school year Absent notifications may also be received via Class Dojo/Seesaw Reasons for absences are noted on Databiz 2. The principal will be notified if a child is absent for more than 20 days	1. Notes stored in classroom for current school year -Can be accessed on Class Dojo/Seesaw until class is archived at end of the school year 2. Notes to be shredded at the end of each school year by class teacher	1. Class Teacher, Principal, DES, BoM, Parents concerned, NEWB
Tinrimh (monthly & annual attendance) 1. Electronic on Databiz 2. Attendance Record/ to comply with legislative requirements	1. Secretary updates on a monthly and annual basis 2. Overall responsibility lies with Principal	1. Stored on tinrimh file on secretary's computer and in hard copy in secretary's office 2. Stored indefinitely	1. Class Teacher, Principal, DES, BoM, Secretary
Education Welfare Officer Reports 1. Electronic Format 2. To monitor pupil attendance/absences & to comply with legislative requirements	1. Secretary 2. Principal	1. Electronic format on Databiz; 2. Updated 2 times per year as per NEWB due dates	1. BoM, Principal, Deputy Principal, Persons concerned (requests in writing to Principal)

What? 1. Format 2. Purpose	Who? 1. Administration 2. Responsibility	Where? 1. Stored 2. Archived (where applicable)	Who? 1. Access
Record of Minor Accidents 1. Manual Format 2. To comply with St. Mary's Health and Safety Welfare Statement	1. Teacher on yard duty records accident/incident on blue card. 2. Class Teacher informed by teacher on duty. Parents/ guardians informed by blue card.	1. Blue card collected by class teacher & stored in pouch in the classroom 2. Reports to be shredded at the end of the school year.	1. BOM, Principal, Teachers, SNAs, Requests through Principal
Record of Head Injury 1. Manual Format 2. To comply with St. Mary's Health and Safety Welfare Statement	1. Teacher on yard duty records accident/incident on blue card. 2. Teacher of child informed by teacher on duty. Parents/ guardians informed by blue card. Principal/secretary may inform parents by phone.	1. Blue card collected by class teacher & stored in pouch in the classroom 2. Reports to be shredded at the end of the school year.	1. BOM, Principal, Teachers, SNAs, Requests through Principal
Record of Serious Accidents 1. Manual Format 2. To comply with St. Mary's Health and Safety Welfare Statement	1. Class teacher informed of accident by teacher on duty. Accident recorded in accident folder in Rm 2 by teacher dealing with it 2. Principal/secretary informs parents by phone	1. Accident Report Forms kept in Accident Folder in Room 2 2. Serious injury/accident reports stored indefinitely in Room 2	1. BoM, Principal, Teachers, SNAs, Requests through Principal
Behaviour/ Incident Records Serious Incidents 1. Manual Format 2. To comply with St. Mary's Code of Behaviour/ Discipline Policy	1. Class teacher refers matter to the principal in the case deemed a serious incident 2. The principal is responsible for recording the incident and/ or sanctions imposed	1. Serious incidents recorded in a folder in the principal's office 2. Record kept while pupil is enrolled in the school	1. BoM, Principal, Teachers, Requests through Principal
Administration of Acute Medical Condition Form 1. Manual & Electronic Format 2. To comply with St. Mary's Health and Safety Welfare Statement	1. Secretary 2. Authorisation given by parents & BOM	1. Record kept in office 2. Stored in office until child leaves the school	1. All staff, BoM, Principal

What? 1. **Format** 2. **Purpose**	**Who?** **1. Administration** **2. Responsibility**	**Where?** 1. **Stored** 2. **Archived (where applicable)**	**Who?** 1. **Access**
Bullying Investigation Form 1. Manual Format 2. To comply with St. Mary's Anti-Bullying Policy and St. Mary's Ethos.	1. Initial investigation undertaken by class teacher 2. Class teacher	1. Completed Bullying Investigation Form stored by Principal and stored in folder in filing cabinet in the office 2. Any documents relating to bullying investigation stored in the office indefinitely	2. BoM, Principal, Teachers, Requests through the Principal
Child Protection Records 1. Manual Format 2. To comply with St. Mary's Child Safeguarding Statement	1. Designated Liaison Person is responsible for the recording and storing of any information relating to Child Protection, for passing this on to relevant outside bodies and for documenting any correspondence between DLP and relevant outside bodies 2. The class teacher is responsible for reporting any suspicions/ concerns relating to Child Protection issues of any child in the school to the DLP or directly to Tusla	1. Principal's office (these records are completely confidential, and pupils' Databiz I.D. number are used instead of their names) 2. Any serious concerns and any information/ documentation relevant will be stored indefinitely and with strict confidentiality	1. BoM, Principal, Teachers, NEWB, Requests through Principal
Consent Forms for School Tours 1. Manual Format 2. To comply with St. Mary's School Tours Policy	1. Class teacher/ secretary/principal 2. Class teacher/principal	1. In the classroom 2. Disposed of after outing	1. Class teacher, BoM, Principal

St. Mary's Record Keeping Policy – B: Central and Class Based Special Needs Records and Assessments

Content of Policy: Details of all personal data which will be held, the format in which it will be held, the purpose(s) for collecting the data in each case, where the data will be stored/ archived, who will be responsible for the storing/ updating of the data and who will have access to the data

What? 1. **Format** 2. **Purpose**	**Who?** 1. **Administration** 2. **Responsibility**	**Where?** 1. **Stored** 2. **Archived (where applicable)**	**Who?** 1. **Access**
School Reports/ Progress Form 1. Electronic Format 2. To comply with legislative requirements; To comply with School Assessment Policy; To enable each student to develop his full potential by communicating progress effectively to parents	1. Class Teacher- updates child's progress annually 2. Principal- reads and signs each report prior to them being posted/emailed to parents/ guardians	1. Stored on Databiz in E-format 1. Stored in office until child reaches 21 years of age	1. Principal, Teachers, Parents, Person concerned (request in writing to Principal), School to which child transfers, DES, BoM
Class Screening Tests 1. Manual Format, Results as Percentile stored in electronic format on database 2. To comply with St. Mary's Assessment Policy	1. Class teacher 2. Special Education Team, Principal	1. Test booklet stored by Don O' Neill in box file for one year; booklets shredded after 1 year by Principal 2. Results stored in electronic format on Databiz until child reaches the age of 21 (as per Assessment Policy Guidelines)	1. Class Teachers, Principal, Special Education Team, Parents, DES, Others concerned upon request to Principal
Teacher-designed Tests 1. Teachers' discretion 2. To comply with St. Mary's Assessment Policy	1. Class teacher	1. At Teachers' discretion	1. Class teachers/SET's

What? 1. Format 2. Purpose	Who? 1. Administration 2. Responsibility	Where? 1. Stored 2. Archived (where applicable)	Who? 1. Access
Standardised Tests 1. Manual Format, Results as Percentile stored in electronic format on database 2. To comply with St. Mary's Assessment Policy	1. Class teacher 2. Special Education Team, Principal, Deputy Principal	1. Test booklets stored by Don O' Neill in box file for one year; booklets shredded after 1 year by Principal 2. Results stored in electronic format on Databiz until child reaches the age of 21 (as per Assessment Policy Guidelines)	1. Class Teachers, Principal, Special Education Team, Parents, DES, Others concerned upon request to Principal
Psychological/ Speech and Language/Occupational Therapy/Medical Reports 1. Manual & Electronic Format 2. To comply with St. Mary's Assessment Policy and Special Education Policy and legislative requirements pertaining to Special Educational Needs	1. NEPS/ Speech and Language Therapist / Private Assessment Body (OT/Psychologist/ Medical Practitioners 2. Principal	1. The original will be stored in the Principal's Office; A copy of the recommendations will be made for the class teacher/SNA- the child's name will not be on this copy 2. Stored in a filing cabinet until child reaches 21 years of age, then shredded for reasons of confidentiality	1. Class Teachers, Principal, Special Education Team, Parents, DES, SNA, Others concerned upon request to Principal
DES correspondence 1. Manual Format/ Electronic Format 2. To comply with legislative requirements pertaining to Special Educational Needs	1. Principal/SEN Co-ordinator 2. Principal	1. Principal's Office 2. Stored indefinitely	1. Class Teachers, Principal, Special Education Team, Parents, DES, SNA, Others concerned upon request to Principal

What? 1. **Format** 2. **Purpose**	**Who?** 1. **Administration** 2. **Responsibility**	**Where?** 1. **Stored** 2. **Archived (where applicable)**	**Who?** 1. **Access**
Resource Teaching I.E.P. 1. Manual/Electronic Format 2. To comply with legislative requirements pertaining to Special Educational Needs; St. Mary's Assessment and Special Education Policy	1. SET, Class Teacher, SNA where applicable, Parents 2. SET, Class Teacher, Principal	1. In child's file with SET, updated annually or as necessary throughout the year. Copy given to class teacher and SNA 2. Attached to child's file on Databiz. Stored until child reaches 21 years of age	1. Class Teachers, Principal, Special Education Team, Parents, DES, SNA, Others concerned upon request to Principal
I.P.L.P. High Incidence Cases 1. Manual / Electronic Format 2. To comply with legislative requirements pertaining to Special Educational Needs; St. Mary's Assessment and Special Education Policy	1. SET, Class Teacher, SNA where applicable, Parents 2. SET, Class Teacher, Principal	1. With relevant SET, in child's progress folder, updated twice per year 2. Stored in the child's file until child reaches 21 years of age. Attached to child's file on Databiz	1. Class Teachers, Principal, Special Education Team, Parents, DES, SNA, Others concerned upon request to Principal
SNA/Assistive Technology Application Forms 1. Manual / Electronic Format 2. To comply with legislative requirements pertaining to Special Educational Needs; St. Mary's Assessment and Special Education Policy	1. SEN Co-ordinator/SET 2. Principal	1. Principal's Office 2. Stored indefinitely	1. Class Teachers, Principal, Special Education Team, Parents, DES, SNA, Others concerned upon request to Principal
Irish Exemptions 1. Manual Format 2. To comply with DES Guidelines	1. Principal upon request from parents following DES criteria 2. Principal	1. Principal's Office 2. Stored indefinitely	1. Principal, parents, school to which child is transferring, DES
Stage One Documents 1. Electronic Format 2. To comply with DES Guidelines & St. Mary's Special Education Policy	1. Class Teacher & SET in consultation with parents 2. Class Teacher	1. Class Teacher/SET files 2. Attached to child's file on Databiz	1. Class Teachers, Principal, Special Education Team, Parents, DES, SNA, Others concerned upon request to Principal

What? 1. **Format** 2. **Purpose**	Who? 1. **Administration** 2. **Responsibility**	Where? 1. **Stored** 2. **Archived (where applicable)**	Who? 1. **Access**
Consent Forms 1. Manual format **2.** To comply with St. Mary's Special Education Policy	1. Class Teacher & SET in consultation with parents 2. Class Teacher	1. SET files 2. For current school year	1. Class Teachers, Principal, Special Education Team, Parents
Diagnostic Tests 1. Manual format **2.** To comply with St. Mary's Special Education & Assessment Policy	1. SET 2. SET	1. SET files 2. Stored until child reaches 21 years of age. Results/ outcome attached to child's file on Databiz	1. Class Teachers, Principal, Special Education Team, Parents, DES, SNA, others concerned upon request to Principal
Report of Aggregate Standardised Test Results 1. Electronic format 2. To comply with DES Requirements	1. Deputy Principal 2. Principal	1. Assessment file 2. Sent to DES & BoM annually	1. 1. DES, BoM

St. Mary's Record Keeping Policy - C: Central Staff Records

Content of Policy: Details of all personal data which will be held, the format in which it will be held, the purpose(s) for collecting the data in each case, where the data will be stored/ archived, who will be responsible for the storing/ updating of the data and who will have access to the data

What? **1. Format** **2. Purpose**	**Who?** **1. Administration** **2. Responsibility**	**Where?** **1. Stored** **2. Archived (where applicable)**	**Who?** **1. Access**
Contracts of current employees 1. Manual Format 2. Original record of employment of staff	1. BoM/ Principal 2. BoM	1. Principal's Office 2. Stored indefinitely	1. BoM, Principal, DES, Staff may access own records on request
Contracts of past employees 1. Manual Format 2. Original record of application and employment of past employees	1. BoM/ Principal 2. BoM	1. Principal's Office 2. Stored indefinitely	1. BoM, Principal, DES, Staff may access own records on request
Personal Details of Staff/ Staff Member Information Form 1. Manual format & Databiz 2. Contact details of next of kin etc; in case of emergency etc.	1. Secretary 2. BoM	1. Secretary's Office & Databiz 2. Stored while employed by the school	1. BoM, Principal, DES, Staff may access own records on request
Record of Staff Accidents 1. Manual Format (Staff Accident Report Form, Health & Safety Policy) 2. To comply with school Health, Safety and Welfare Policy	1. Teacher involved, Health & Safety Welfare Coordinator (Mr. Don O' Neill) 2. Health & Safety Welfare Coordinator, Principal	1. Principal's Office 2. Stored indefinitely	1. BoM, Principal, Health and Safety Officer, DES, Secretary, Staff may access records pertaining to themselves on request
Staff Illness/Absence records 1. Manual & Electronic Format	1. Secretary 2. Principal/ BoM	1. Secretary's Office and on OLCs 2. Stored indefinitely	1. BoM, Principal, DES, Secretary, Staff may access own records on request

2. To comply with OLCS administrative requirements			
What? **1. Format** **2. Purpose**	**Who?** **1. Administration** **2. Responsibility**	**Where?** **1. Stored** **2. Archived (where applicable)**	**Who?** **1. Access**
Cúntas Míosúil 1. Electronic Format 2. To comply with DES requirements	1. Class Teacher 2. Principal	1. Folder on School Share 2. Stored for 1 year at school's discretion	1. BoM, Principal, DES, Staff, Others on request to Principal
Staff Meeting Minutes 1. Manual Format 2. To comply with administrative requirements	1. Rúnaí for each Staff Meeting 2. Assistant Principal I	1. Minutes Record folder in Principal's Office 2. Stored indefinitely	1. BoM, Principal, Staff, DES, Others on request to Principal
Plean Scoile 1. Manual and electronic format 2. To comply with DES requirements	1. Class Teachers, Plean Scoile Coordinator (Don O' Neill), Post holders and teachers 2. Principal, BoM, Plean Scoile Coordinator	1. Stored in electronic format on School Share 2. Signed policies are stored in manual format by the Plean Scoile Coordinator.	1. BoM, Principal, Staff, DES, Others on request to Principal
Sub-Committee Meeting Minutes 1. Manual Format 2. To comply with administrative requirements	1. Post holder/ Teacher involved in sub committee 2. Principal/ BoM	1. Stored in manual format by Post holder/ teacher responsible for meeting 2. Stored at Teacher's discretion	1. BoM, Principal, Staff, DES, Members of committee, Others on request to Principal
Minutes of BoM Meetings 1. Manual & Electronic Format 2. To comply with administrative requirements	1. Secretary of BoM 2. Chairperson of BoM, Principal, Secretary	1. Principal's Office 2. Stored Indefinitely	1. BoM, DES. Principal
Minutes of PA Meetings 1. Electronic Format 2. To comply with administrative requirements	1. Secretary of Parents' Association 2. Principal	1. Principal keeps a record 2. Stored indefinitely	1. BoM, Principal, Staff on request to Principal
BOM Financial Accounts 1. Electronic & Manual **2.** P35 returns copies	1. Treasurer of BoM	1. Principal's Office & Treasurer's Files & Laptop 2. Indefinitely	1. BoM 2. Parents on request

Parents' Association Financial Accounts 1. Electronic & manual	1. Treasurer of PA	1. Principal's Office & Treasurer's File 2. Indefinitely	1. BoM 2. Parents on request