

Data Protection Policy

Tir na nOg Preschool will conform to the provisions of the Data Protection Act 1998 and the Data Protection (Amendment) Act 2003.

Under the provisions of the Act's Tir na nOg Preschool has appointed a 'Data Controller' to manage the storage of personal information about staff, children and families in its computerised and manual records.

Policy & Procedure:

Tir na nOg Preschool will:

- Obtain and process information fairly
- Ensure that the data subjects know what information is being held about them and for what purpose
- Keep information for lawful purposes
- Process information in ways compatible with the purpose for which it -
- Ensure that the information is adequate, relevant and not excessive
- Retain the information no longer that necessary
- Give a copy of personal information to the individual concerned on request
- amend information held on employees if the employee indicates that the information is incorrect
- adhere to the 'need to know principle' – only personal data necessary for the purpose should be collected and staff should only be able to access the personal data that they need to carry out their functions
- Have adequate access controls, firewalls and virus protection and do not forget manual files, which are stored in a locked filing cabinet.

Informing Staff on Data Protection Acts:

- the basic principle of data protection are explained to staff and parents
- there are regular updates to guidance material and staff training and awareness, so that data protection is a 'living' process aligned to the way Tir na nOg Preschool conducts its business
- We set out the circumstances in which personal data may be disclosed to third parties, including Gardai and other enforcement agencies.

Storage of Data:

The security of personal information relating to children and families is a very important consideration under the Data Protection Acts. Appropriate security measures will be taken by Tir na nOg Preschool against unauthorised access to this data and to the data it is collecting and storing on behalf of the DCYA (Department of Children and Youth Affairs).

A minimum standard of security will include the following measures:

- Access to the information should be restricted to authorised staff on a 'need to know' basis
- Manual files will be stored in a lockable filing cabinet.
- Computerised data will be held under password protected files with a limited number of users.
- Any information which needs to be disposed of, will be done so carefully and thoroughly
- Premises will be secured when unoccupied.

Dealing with Access Requests:

Tir na nOg Preschool will ensure that they follow the guidelines set down by the Data Protection Office. Every individual about whom the data controller keeps personal information has a right to request a copy of the data which is kept about them. The service provider should only hold limited personal information on an individual. A copy of this information should be included along with other personal information held about the individual making the access request.

To make an access request the data subject must:

- Apply to Tir na nOg Preschool in writing (which can include email)
- Give any details which might be needed to help you identify him/her and locate all the information you keep about them.

Every individual about whom the data controller keeps personal information has a number of other rights under the Act, in addition to the Right of Access.

The right of access allows the data subject to receive;

- A copy of the data you are keeping about him/her
- Information on the categories of their data and your purpose for processing it
- Information on the identity of those to whom you disclose the data
- The source of the data
- Data held in the form of opinions, except where such opinions were given in confidence and even in such cases where the person's fundamental rights suggest that they should access the data in question it should be given.

These include the right to have any inaccurate information rectified or erased, to have personal data taken off a direct marketing or direct mailing list and the right to complain to the Data Protection Commissioner.

In response to an access request the data controller must;

- Supply the information to the individual promptly and within 40 days of receiving the request.
- Provide the information in a form which will be clear to the ordinary person.

The Data Controller for Tir na nOg Preschool is Anne Smyth.