

St. Paul's National School. GDPR Audit

Data Item	How Collected	Legal basis for collection:	Where Stored	Physical Locations	Shared with	Retention period
<p><b>Pupil Personal Data_</b>  <i>Name</i>  <i>Sex</i>  <i>Address</i>  <i>DoB</i>  <i>PPSN</i>  <i>Image and/or Video Footage</i></p>	<p>Enrolment Form</p>	<p>Necessity in the public interest</p>	<p>Enrolment Form                      Roll Book                      Register                      Class Lists                      School Administration software                      Office Filing                      Class Filing                      Office Computer                      Class Computer                      DES POD                      G Suite                      Zoom                      Seesaw                      Educational Apps and Programmes                      Online Screener and assessment</p>	<p>School Office                      Attic                      Classroom</p>	<p><b>DES</b>                      HSE                      DSP</p>	<p>Indefinite on Roll Book</p>

<p><b>Pupil Special Category Data:-</b></p> <p><i>Religion</i></p> <p><i>Ethnic Data</i></p> <p><i>Email Address (Google Credentials)</i></p>	<p>Enrolment Form Given to every pupil on Enrolment</p>	<p>Consent</p>	<p>Enrolment Form School Administration software Office Filing Office Computer Class Computer DES POD Gsuite</p>	<p>School Office Attic</p>	<p>DES on consent</p>	<p>25 years on Enrolment Form</p>
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<b>Parental Data:-</b> <b>Name</b> <i>Address</i> <i>Phone Nos</i> <i>e-mail</i>	Enrolment Form	Necessity in the public interest AND Protection of vital interest of the subject	Enrolment Form Register School Administration software Office Filing Office Computer Class Computer Class Filing	School Office Attic	DES HSE DSP	Indefinite on Register
<b>Username and passwords for educational apps and programmes</b>	Consent	Necessity for educational purposes	School devices	Classroom	-	While child is in school or using the app/ programme

<b>Teacher Data:-</b> <i>Name</i> <i>Address</i> <i>Phone Nos</i> <i>e-mail</i> <i>Application Form</i> <i>CV</i> <i>Seniority list</i> <i>Details regarding promotions</i>	Recruitment Process Annual Update	Necessity in the public interest AND Contract	School Administration software Office Filing Office Computer Class Computer	Principal's Office	DES	Duration of the Teacher's employment + 7 years
<b>BoM Members</b> <i>Name</i> <i>Address</i> <i>Phone Nos</i> <i>e-mail</i>	BoM Appointment Process	Necessity in the public interest	Office Filing Office Computer	School Office Storage Room	DES Patron Charities Regulator	Indefinite on BoM Minutes

<p><b>Service providers: (Repairs; builders; maintenance; contractors;)</b> <i>Name</i> <i>Address</i> <i>Phone Nos</i> <i>e-mail</i></p>	<p>When seeking tenders Given willingly by Electrician</p>	<p>Contract AND Protection of the vital interests of the subject.</p>	<p>Office Filing Office Computer</p>	<p>School Office Storage Room</p>	<p>BoM Other Tradespeople – with connected activities</p>	<p>While the Service provider (e.g. Electrician) is being employed by the BoM</p>
<p><b>Individual Pupil Assessment and Report carried out by third party professional (e.g. psychologist; Occupational therapist; psychiatrist; Speech and Language therapist)</b></p>	<p>Parents and school staff</p>	<p>Necessity in the public interest</p>	<p>Office Filing SEN Filing School Management Information System Classroom Filing</p>	<p>School Office SEN Classroom</p>	<p>DES NCSE</p>	<p>Indefinitely</p>

<b>School Supplies Company Reps</b> <i>Name</i> <i>Address</i> <i>Phone Nos</i> <i>e-mail</i>	Given willingly by Electrician	Contract	Office Filing Office Computer Class Computer	School Office Classrooms Storage Room	Staff BoM Parents Council	While that Company / Rep is being employed by the BoM
<b>Data Processor:-</b> <b>(e.g. School Administration software; School accounting; School photographs/videos;)</b> <i>Name</i> <i>Address</i> <i>Phone Nos</i> <i>e-mail</i>	Given willingly by Data Processor	Contract AND Consent	Office Filing Office Computer G Suite Website	School Office Storage Room	BoM Admin Staff	For as long as the Data involved is being processed on behalf of the BoM

<b>Emergency Services:- Local Doctor</b> <i>Name</i> <i>Address</i> <i>Phone No</i> <i>e-mails</i>	Given willingly by arrangement	Protection of the vital interests of the subject	Office Filing Office Computer	School Office Classrooms	BoM Admin Staff Teachers	For as long as the Doctor is being used as for emergency Medical Assistance by the school
<b>Pupils' school work; Yearly Assessments and Reports</b>	Part of the work and purpose of the school	Necessity in the public interest	Office Filing Office Computer Class Filing	School Office Principal's Office Classrooms Attic	Parents Pupils DES NCSE Other schools to where pupils transfer	Until pupil attains 25 years of age

Chairperson .....

Principal .....