



FICHEALL.IE - Join us in making chess the default option for Am Sosa on rainy days in Ireland

Data Protection and Record Keeping Policy

Introduction:

This policy was formulated by ficheall.ie committee members. The purpose of the policy is to identify the records retained by ficheall.ie and to ensure confidentiality and manageable procedures in relation to access to such records by schools, parents and stakeholders.

Rationale:

- A policy on data protection and record keeping is necessary to ensure that the organisation has proper procedures in place in relation to accountability and transparency
- It is good practice, and in the interest of fairness, to record pupil/school team progress so as to identify who progresses to county finals and national competitions
- This policy is put in place to ensure ficheall.ie can work with participating schools in complying with legislation such as;
 - Education Act, Section 9g requiring a school to provide access to records to students over 18/parents

Ficheall.ie Ethos:

Ficheall.ie promotes openness and co-operation between volunteers, teachers and pupils as a means towards providing the caring environment through which a child can enjoy and participate in organised chess tournaments.

Aims/Objectives:

- To ensure ficheall.ie complies with legislative requirements
- To clarify the types of records maintained and the procedures relating to making them available to the relevant bodies
- To put in place a proper recording and reporting framework on the chess progress of pupils
- To establish clear guidelines on making these records available to schools, should they be required
- To stipulate the length of time records and reports will be retained.

Guidelines:

Ficheall.ie will assign the role of data controller to one committee member at the beginning of each year. The Data Controller supervises the application of the Data Protection Act within the organisation. The data under the control of Data Controller comes under the following headings:

1. Personal Data:

This data relates to personal details of the *students* such as name, class and school.

It also relates to *teachers'* contact information such as name, email address and mobile number. These are kept in a password protected Drive folder.

2. Student Records:

Student records may contain:

- Personal details of the student
- Attendance Records



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- Details of behavioural incidents or accidents.

3. School Records:

Results of school teams are posted to the website and after the year of participation, are kept indefinitely in an archive folder.

4. Volunteer Data

This data relates to personal and professional details of the volunteer teachers such as name, address, school and telephone and email contact details.

5. Administrative Data:

- Minutes of meetings
- Tournament attendance and results
- Accident Report Book
- Indemnity Forms from participating schools
- Policies
- Garda vetting certs
- Accounts

6. Photos

There is one designated photographer per ficheall.ie event. The photographer is assigned by the Tournament Manager. Upon registering, participating schools are required to tick a box stating they have read this policy and have received explicit consent from parents under their own Data Protection Policies, for ficheall.ie to take photos at our events. From time to time Ficheall.ie may also request schools to upload photos of chess being played in schools also.

All photos will be used for the following purposes:

- Photos will be shared with schools via Google Drive folder for schools to take from it photos of their own pupils.
- Photos may be sent to newspapers for public relations purposes. Explicit consent will be requested of schools if submitting photos winners with student names other than school name.
- Photos for website gallery showcasing the number of children participating and the physical layout of the competition.
- Formal photos of individuals/school teams being presented with certs/medals/trophies

7. Access to Records:

The following will have access where relevant and appropriate to the data listed above;

- Parents/guardians – see Appendix 1 from CPMSA outlining details of access to determine what is applicable to ficheall.ie
- Participating schools
- Department of Education & Skills

A parental authorisation form must be completed by parents in the event of data being transferred to outside agencies, such as an Garda Síochána, etc. Outside agencies requesting access to records must do so in writing giving



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seven days notice. Parents/Guardians can make such a request either by phone, email or in writing to: ficeall.ie, Killavullen NS, Killavullen, Mallow Co. Cork. The right to erasure or rectification is available to change any mistakes or inaccuracies by proper authorisation through the same procedures.

8. Storage:

All records are stored in a password protected Google Drive folder. Duration for which records are maintained are outlined below:

- Students' personal data is held by ficeall.ie for a period for 3 years. This allows us to review pupils' attainment and determine if pupils should progress to a more difficult division based on results attained over the previous two years. At the start of each academic year, the 3 year old personal data records are deleted.
- The results of the top 30 individual pupils are posted on our website and after the year of participation, are kept indefinitely in an archive folder as official records of competition.
- Teacher information, as the contact point for schools, is kept on file indefinitely. This is to allow for the ongoing dissemination of information regarding chess events to schools. Every email/text has an opt out clause built in where a teacher/school can choose to be removed from the list at any time. Opting out will result in all contact data for the teacher and school being deleted from our records.

9. Success Criteria:

- Compliance with Data Protection Act and Statute of Limitations Act
- Easy access to records
- Framework in place for ease of compilation and reporting
- Manageable storage of records.

10 . Roles and Responsibilities:

The volunteers under the direction of the committee, will implement and monitor this policy. The committee will ensure records are maintained and stored in line with this policy.

11. Implementation Data:

This new policy is effective from September 2018.

All records held from before that date will continue to be maintained in ficeall.ie.

12. Review/Ratification/Communication:

This policy will be ratified on 7th September 2018 at ficeall.ie's next Board meeting.

The policy will be available on the ficeall.ie website.

It will be reviewed every 3 years and amended if necessary.

References:

- Solas (CPSMA) May-June 2001
- Education Act 1998
- Education Welfare Act 2000
- Data Protection Act 2003
- Freedom of Information Act



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