

ADDENDUM to the Data Protection Policy

Ar AGHaidh le chéile

This addendum to the Data Protection Policy of St. Conleth’s National School has come into effect in September 2020 as a result of a request to prepare data files for the Public Health Authority in the event of a Covid-19case or cases at the school. The school has prepared a file containing the contact details of pupils and staff so that the Public Health Doctors can identify and contact close contacts if necessary. The school will share data on a limited basis only eg. Members of a pod or a bubble etc.

The HSE will only retain your personal data for as long as it is necessary to fulfil the purposes it is being processed for. All personal data collected by the HSE is retained in accordance with the HSE Record Retention Policy or as legally required.

When the HSE no longer needs this personal data, they will securely delete or destroy the personal data.

**Who will have access to this Personal Data**

The personal data stored on our IT systems will only be made available to and shared with others on a strict “need to know” basis and in compliance with the Data Protection Acts. For example:

* The HSE staff and volunteers who are involved in COVID-19 testing, result notification and tracing of close contacts of persons testing positive for COVID-19;
* HSE staff and the staff of funded HSE agencies under the Health Acts 1947-2019 who require access to records in order to provide and manage health and social care services;
* Staff of HSE and of external companies with whom we have the appropriate contracts in place, in relation to developing and maintaining the Covid Tracker system when required for technical reasons.

The school also retains a contact tracing file on all visitors to the school premises. Visitors complete a form and deposit it in the box on arrival at the school. The box is removed each evening. After three days in storage the forms are filed. This record will be shared with the HSE should there be a need for contact tracing. Otherwise the data remains stored at school. Contact tracing documents will be stored for no longer than one month, at which point the documents will be shredded.

SIGNED:

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