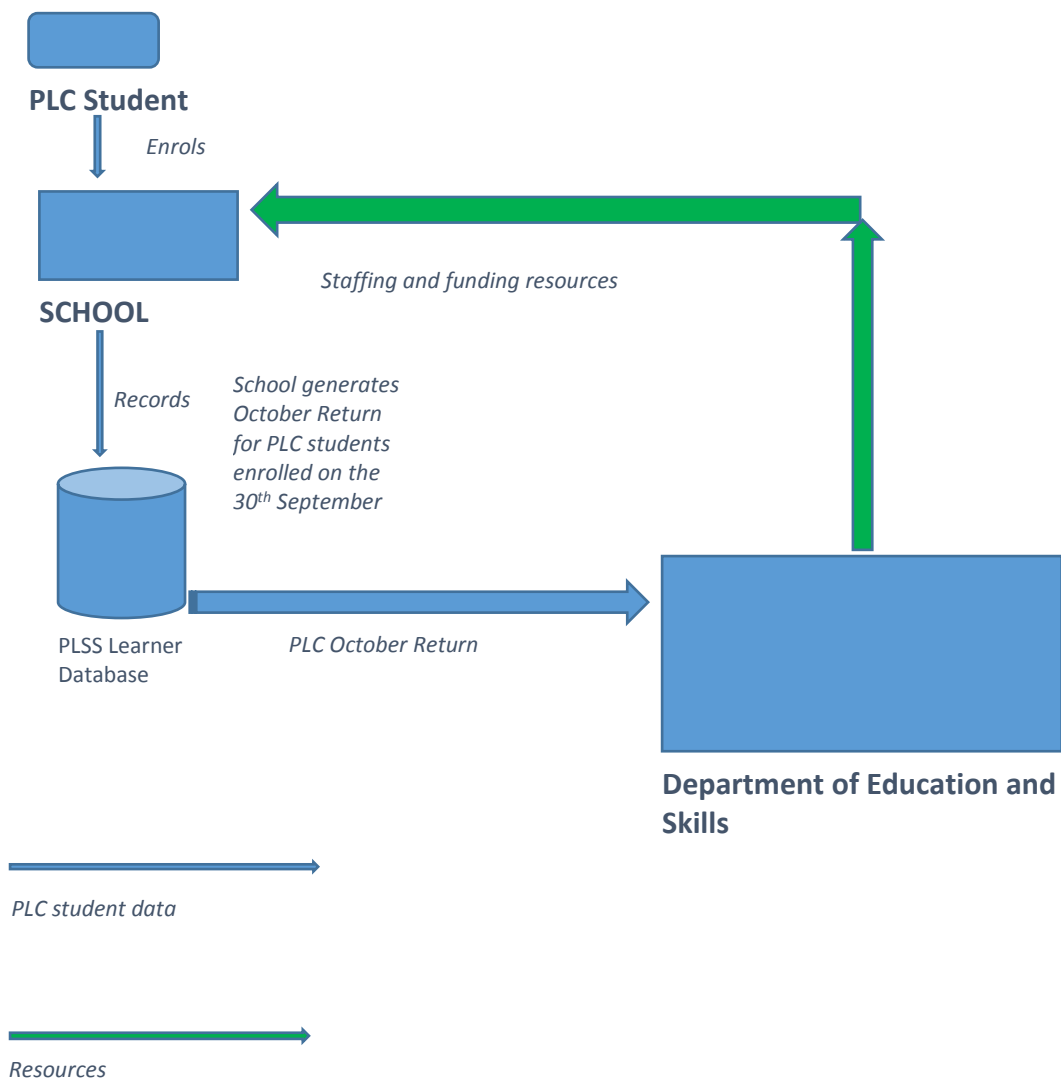


## Privacy Statement for Post-Leaving Certificate (PLC) Student Data used by the Department of Education and Skills

The Department of Education and Skills provides for education in schools which it recognises. This provision includes the allocation of staffing and funding to recognised post-primary schools which provide PLC courses.

### Process Description



*PLSS – Programme and Learner Support System which includes a learner database developed by SOLAS in conjunction with Education and Training Boards for those availing of further education and training*

- Some of the student data provided by PLC students to schools is shared in turn with the Department of Education and Skills in order that the Department can fulfil its public function of providing for education.
- Details of the type of PLC student data shared by schools with the Department is available at Appendix A.
- Schools make an annual return of student enrolments as at 30<sup>th</sup> September to the Department known as the October Return.
- The October Returns for PLC students are submitted by schools via the Programme and Learner Support System (PLSS) provided to schools by SOLAS in conjunction with the Education and Training Boards.
- The Department uses the data returned to check for multiple enrolments of the same PLC student in more than one recognised school.
- The number of PLC students by school as at 30<sup>th</sup> September is the basis on which the allocation of staffing and funding is made to schools.
- The PLC student data provided is aggregated for use in the allocations process and for planning, reporting and statistical purposes.
- Only a small number of staff within the Department have access to individual PLC student data and then solely to provide technical support to schools making their October Returns.
- PLC student data is retained for six years from the year of enrolment and subject to review thereafter.
- PLC student data is retained for audit, compliance and review purposes.
- The Department does not share individual PLC student data with third parties.
- Prior to 2016/17 schools returned PLC student data via the Department's Post-Primary Online Database (P-POD).
- Schools may continue, for their own purposes, to record PLC student data on P-POD however the Department no longer requires this.
- Please see departmental circular 0063/2016 *Revised procedure for October Returns of Post-Leaving Certificate (PLC) students to the Department of Education and Skills for 2016/17 and future years* for further information.
- Information on the use of PLC student data by SOLAS/ETBI is available from the PLSS liaison person for the school
- Pursuant to Section 3 and Section 4 of the Data Protection Acts, individuals may access their personal data and request a copy of their data held by the Department.

Last updated 21<sup>st</sup> September 2016

## APPENDIX A

### List of PLC Student data items returned by post-primary schools to the Department as part of the October Return process

<b>Data item</b>	<b>Comment</b>
School Roll Number	<i>Used to identify the school in which the student is enrolled</i>
Personal Public Service Number (PPSN)	<i>Used to uniquely identify the student when checking for possible multiple enrolments by the same student</i>
Forename	<i>Used to aid identification where a query may arise between the Department and school</i>
Surname	
Birth date	
Gender	
Address line 1	<i>May also be used where the Department may wish to contact a student directly</i>
Address line 2	
Address line 3	
Address line 4	
County	
Eircode	
Award type	<i>First two digits of course code to identify whether it is a level 5 or 6 course</i>
Dispersed VTOS Indicator	<i>Used for statistical analysis</i>
Programme Year	<i>Used in the allocations process and for statistical analysis</i>