

PRIVACY NOTICE - Junior Cycle Profile of Achievement Award

For the information of parents/guardians of students who will receive a Junior Cycle Profile of Achievement (JCPA) award in 2017

Introduction

It is required by data protection law that before schools commence processing of any personal data a school must first bring a privacy notice on how the student's personal data will be processed to the attention of parents/guardians. This privacy notice relates to those students who have undertaken Junior Cycle at Level 2 of the National Qualifications Framework. Junior Cycle Level 2 Learning Programmes are designed for students with particular special educational needs and is broadly aligned to Level 2 of the National Framework for Qualifications (NFQ).

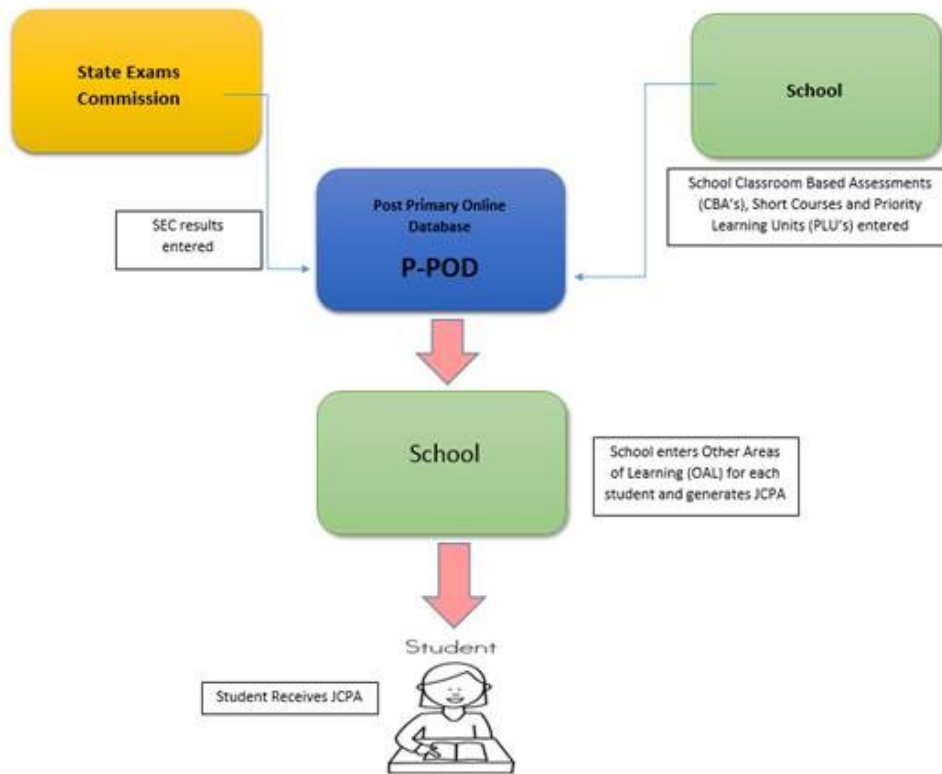
Process

One of the functions of the Department of Education and Skills is to provide support services to recognised schools. In recent years the Department has developed the Post-Primary Online Database (PPOD) to assist schools in recording and processing details of students enrolled in post-primary schools.

This document sets out the information in relation to how students' personal data held on the Department's Post-Primary Online Database (PPOD¹) will be used to produce the Junior Cycle Profile of Achievement (JCPA). The JCPA will replace the Junior Certificate award from 2017. The JCPA will be awarded by the school to the student for the first time in late 2017.

The diagram below shows how the student data will be shared in order to produce a JCPA for every student.

¹ Please see separate Privacy Notice on general use of P-POD at <https://www.education.ie/en/Schools-Colleges/Services>Returns/Post-Primary-Online-Database-P-POD-Project/Data-Protection.html>



Schools will be enabled to record additional student data, see **Appendix A**, on PPOD for the purpose of producing a **Junior Cycle Profile of Achievement (JCPA)** for each of their students who completes the Junior Cycle.

This approach enables

- a. schools to record on PPOD, in advance of the Junior Cycle/Certificate State examination, the subjects, short courses and Priority Learning Units (PLUs) that a student is undertaking
- b. the State Examinations Commission (SEC) will provide state examinations final results electronically to the Department of Education and Skills for upload to PPOD and association of these results with each student.
- c. Department of Education and Skills to provide the JCPAs electronically to schools for each student.
- d. schools to complete the 'other areas of learning' section of the JCPA for each student and deliver the award to students. The 'other areas of learning' section of the JCPA allows the school to report on other learning experiences and events that the student has participated in outside the formal timetabled curriculum. The data entered at school level for 'other areas of learning' will not be stored on the Department's database.
- e. following production of the JCPA for each student the school will retain a copy of the full JCPA for each student.
 - once JCPAs are produced the data will be anonymised by the Department of Education & Skills and used in statistical analysis. No identifiable individual data is used by the Department
 - only a small number of staff within the Department of Education & Skills has access to the personal data and then solely to provide technical support to your school when it is using PPOD.

- student data as set out in Appendix A will not be shared with anyone else other than another post-primary school in which the student enrolls.
- Pursuant to Section 3 and Section 4 of the Data Protection Acts, you may access your personal data and request a copy of your data held on PPOD by contacting your school, or if you are a former student by contacting the Department of Education & Skills
- Under data protection law you may object to the processing of your data or seek to have the data corrected
- More detail on use of personal data by the Department is contained in the FAQ on P-POD available on <https://www.education.ie/en/The-Department/Data-Protection/FAQ.html>
- The Department of Education & Skills Data Controller for PPOD is the Principal Officer in the Parents, Learners and Database Section within the Department who can be contacted by e-mailing p-podhelpdesk@education.gov.ie
- The Data Protection Officer for the Department may be contacted by e-mailing gdpr@education.gov.ie

APPENDIX A

List of post-primary student personal data² recorded by post-primary schools on PPOD for the purpose of producing the Junior Cycle Profile of Achievement (JCPA). The purpose for which each item is collected is explained in the *FAQ for P-POD* which is available on www.education.ie

This type of data was stored on PPOD for the first time in 2016/17

Junior Cycle Level 2 Learning Programmes are designed for students with particular special educational needs and is broadly aligned to Level 2 of the National Framework for Qualifications (NFQ).

Sensitive Personal Data for some students with a special education need

- Priority Learning Unit Code
- Priority Learning Unit descriptor
- Priority Learning Unit medium – Irish/English
- Priority Learning Unit outcome

For each subject where an examination held by the State Examinations Commission was taken

- Level taken in the final examination
- Outcome of Classroom-Based Assessments 1 and 2³
- Predicted medium through which final examination taken *Irish/English*
- Overall grade awarded by State Examinations Commission
- Annotation of result to indicate a subject was assessed except for a particular element e.g. aural is missing

For each short course taken up to a maximum of 4 short courses per student

- Code
- Title
- Level of Learning Programme - 2 or 3
- Medium Irish/English
- Outcome of Classroom- Based Assessment

In addition the following data provide by the State Examinations Commission will be printed on your JCPA

- Forename and Surname – as provided to the State Examination Commission
- Date of Birth – to aid identification whether there are more than two students with the same name
- State examination candidate number – to assist with any follow up query with State Examinations

Information on other personal data stored outside of PPOD and used by your school in producing your JCPA is available in your school's *Data Protection Policy* a copy of which may be obtained from your school.

Information on the all other personal data of students collected and processed by schools using PPOD is available in the **Fair Processing Note for P-POD** copies of which are available at www.education.ie

² Details on retention periods, legal basis for collection by the Department and the school are contained in the Fair Processing Notice for P-POD

³ Classroom-Based Assessments are part of the new specifications for English, Business Studies and Science.

APPENDIX B

CONSENT FORM for the recording of assessment data relating to the Level 2 Learning Programmes for students with particular special educational needs.

NAME OF SCHOOL _____

ADDRESS OF SCHOOL _____

NAME OF STUDENT _____

Date of Birth of Student _____

I consent to details of the outcomes of any Level 2 Learning Programmes undertaken by the above named student being recorded on PPOD in order that the above school may include this information on the student's Junior Cycle Profile of Achievement (JCPA).

Signed

PRINT NAME

DATE

Please return completed forms to the student's school

This form should be retained by the school for the duration of the student's enrolment and made available for inspection by an officer of the Department or the Office of the Data Protection Commissioner, if required.