**Addendum to the Data Protection Policy 2020**

**Introduction**

In light of the current ongoing Covid-19 pandemic the school has created this addendum to its Data Protection policy. This addendum is to be read as part of the Data Protection Policy and will be reviewed either cyclically or as needed.

**Guidelines for the Board of Management (BoM)**

BoM meetings which take place via video call must recorded as such in the minutes.

BoM meetings which take place via video-call require confirmation that Board members are participating on their own with no others who can overhear the proceeds. Headphones are preferable.

Child Protection Oversight Report documents should not be shared via video-call.

A quorum of five is still required in order for a video call BoM meeting to take place.

**Guidelines for staff members**

Communication with parents will take place via staff @redeemergirlsns.ie email addresses. Teachers should no use their personal emails.

If staff members need to use their mobile phone to contact parents, they should arrange the the time for the call by message and should block their number.

Staff should not deviate from the agreed platforms of online learning and communication.

Staff will ensure that any data being used will be kept safe and secure.

**Guidelines for parents**

The school office is contactable on 042-9331975 throughout any the school closure. However it is preferable that any contact is made through email to the school or teachers.

Staff members can be contacted through their @redeemergirlsns.ie email addresses.

**Online Learning**

Any data that is published including contact details etc. on Google Classroom or any other platform is not to be shared beyond the school online platform without the express permission of the school and/or the owner of the data. Pleases see our Acceptable Use Policy

The policy was ratified by the Board of Management of Redeemer Girls School on October 12th 2020. It will be reviewed on a cyclical basic or as the need arises.

**Signed:**Mr. Thomas Fox                             **Signed:** Patrick O’Rourke

Chairperson of Board of ManagementPrincipal/Secretary to the Board of Management