





# Powerstown Educate Together National School

Roll number 20384J

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3<sup>rd</sup> September 2014

Dear Parents/Guardians,

The Department of Education and Skills recently launched a Primary Online Database (POD) that requires the school to input data in relation to pupils attending the school. It is compulsory for schools to use the POD system.

There are three categories of pupil data which will be shared by schools with the Department of Education and Skills. Category 1 information covers data that is required to validate the pupil's identity. This information will be transferred to the PPSN validation service of the Department of Expenditure and Reform or the Department of Social Protection for validation purposes only. Category 1 information also covers pupil level data which is necessary for policy and planning purposes within the Department of Education and Skills. A full listing of the variables collected, along with the purpose for each piece of information, can be found in Appendix A of the Fair Processing Notice for the Primary Online Database, available at [www.education.ie](http://www.education.ie)

Category 2 covers sensitive personal data which the Department asks primary schools to furnish, and which requires your written consent for your child's school to record this information and for the school to forward this information to the Department for purposes as outlined in circular 001/2014 a copy which is available at [www.education.ie](http://www.education.ie) or on request from your child's school. Your consent is also required for this information to be forwarded to any other primary school your child may transfer to during their time in primary school.

Category 3 data is information which is required at school level only and will not be accessible to the Department of Education and Skills. This data will be kept on your child's POD record for the duration of their primary schooling and for two years afterwards.

Please note that the reference to "you" in this consent form means a parent or a guardian of a pupil, or a pupil aged 18 years and over who is attending a recognised primary school.

All parents/guardians are required to complete the forms attached and return them to the school at your earliest convenience. **All forms must be returned before the 20<sup>th</sup> September 2014.**

If you have any queries in relation to the POD system, please contact the Department of Education and Skills [pod@education.gov.ie](mailto:pod@education.gov.ie).

Kind regards,

Helena Trench (Principal)