



# Policy – on the Collection and Processing of Information

## Forms from External Agencies

### Introduction

This policy outlines the procedures for managing the collection and completion of information forms from external agencies, such as CAMHS and all private psychologists, in Sandymount Park ETSS. It ensures consistency, confidentiality, quality and timely responses while supporting the educational needs of students.

#### 1. Submission of Forms

- All external information forms must be submitted via email directly to the Special Educational Needs Coordinator (SENCO) at [amulhall@sandymountparketss.ie](mailto:amulhall@sandymountparketss.ie) or dropped into the main office in an envelope addressed to Anne Mulhall, SENCO.
- Direct delivery to staff members other than the SENCO will not be accepted.
- The school will endeavour to return completed Forms within ten school days.

#### 2. Distribution of Forms

- Upon receipt, the SENCO will review the forms to ensure they are appropriate and contain all necessary information.
- The SENCO will then distribute the forms to the relevant Progress Leader(s) who will coordinate their completion.

#### 3. Completion Timeline

- Progress Leaders will ensure the forms are completed accurately and in collaboration with the appropriate teaching staff.
- Forms will be returned to the SENCO within seven school days from the date of distribution.

#### 4. Return of Completed Forms

- The SENCO will review the completed forms for accuracy and completeness.

- Once finalised, the forms will be returned to the requesting agency by the SENCO through the appropriate secure channels.

#### **5. Confidentiality and Data Protection**

- All information contained in the forms will be handled in strict accordance with GDPR and the school's Data Protection Policy.
- Only staff directly involved in completing the forms will have access to the information.

#### **6. Monitoring and Review**

- This policy will be reviewed annually by the SENCO in consultation with school management to ensure it remains effective and compliant with legal requirements.

#### **Contact Information**

For queries or further clarification, please contact the SENCO at [amulhall@sandymountparketss.ie](mailto:amulhall@sandymountparketss.ie)

Ratified by the Board of Management on 18/12/24

