INTRODUCTION
This policy provides an outline of the different types of data collected, and describes the way data is to be stored, how long it is to be stored and who has access to it.

CONTEXT
In order to document learner progress staff record and report via written observations, visual media and various forms of informal and formal assessments and checklists.

Information is also recorded via visual media for use in professional development presentations for staff at client sites and conferences.

TYPES OF DATA BEING COLLECTED
Data being collected falls into four main categories;
- Perception
- Demographic
- Process
- Learner Achievement

Data is collected in line with DECD policies and procedures and stored according to the *DECD Records Management Reference Guide: Roles and responsibilities*, *State Records Act* (1997), DECD Records Management Services.
(Reference: http://www.decd.sa.gov.au/docs/documents/1/DecsRecordsManagementRefe.pdf)

Working Data Sets
These data sets are working documents. After they have been summarised in a report or reviewed they should be destroyed or filed for the designated period and in the designated place.
- Assessments (raw data)
- Medical and Health information
- Digital Records (audio and visual)
- Teacher Programs

Staff Data
Most information is collected, stored and accessed electronically, through the DECD eduportal and is centrally managed.

Individual staff information may include current copies of;
- Personal Professional Development Plan
- ICT agreements
- Staff qualifications
- Staff attendance
- Code of Ethics acknowledgement
- Appointment information
- Professional Development Plan (Step 9)

Some of this information will be culled as part of the end of the year processes

A summary of this information is kept as part of ongoing records (as per DECD requirements or as reported in a summative form the Kilparrin Annual Report).

SSS Data
SSS Forms cover;
- daily staff deployment
- staff travel and accommodation
- use of Government cars.

These records are filed and archived according to DECD processes.

Information relating to SSS clients is kept in individual client files in the compactus
- referral forms
- records of visits
- assessment summaries
- Medical reports
- Service Agreements
- Early Intervention Family Support Plans
- End of Year service agreement reviews

At completion of service, client files are cleaned and archived.

Financial Records
All financial records are kept in accordance with DECD policies and procedures and audited on an annual basis.

Financial reports are included in the Annual Report as required.

DATA COLLECTION
Involves managing;
- what is being measured and what data is collected
- why data is being collected and measured
- who is responsible for collecting the data and who is supporting them
- how the data is collected and the measurement process undertaken (measurement tools)
- when the measurement process is undertaken and the data collected
- where the data is stored.

Data analysis follows data collection and should inform decision making and future improvement.

DATA STORAGE
DECD Procedures
Data is stored;
- as an electronic copy (includes USB drive, PC, DVD, CD)
- as a paper copy
- on the DECD mainframe.

DECD policies, processes and procedures and the *State Records Act* (1997) determine the location and duration of data storage.

Information that is required to be retained is stored in the appropriate file in the compactus and culled according to the DECD record management processes.

Kilparrin Processes
Working documents (including observation data and raw assessment data)
All data should be signed and dated.
Working documents should be sorted and culled once the final report has been documented.
All reports must be signed and copies of the signed reports stored in the appropriate files.

Digital images
Digital images of learners should not be stored electronically beyond leaving Kilparrin.
Digital images to be kept should be burned onto a disc and stored in the learner's file and all images then deleted from PCs and other storage devices (including camera cards).
Collection of digital information on non-DECD (personal) hardware must be transferred to Kilparrin hardware asap.

Special Circumstances
Death of enrolled learners
It is Kilparrin practice to burn the images of the learner onto a disc and give it to the parent/caregiver.
All stored images are then deleted.

Professional Development presentations
Parent permission is obtained on enrolment and special permission is sought prior to using images in PD presentations.
Images of learners are not reproduced in PD handouts.

Newsletter
Learners' images are pixelated prior to uploading the Newsletter onto the Kilparrin website.

Longitudinal Assessment Data
Images collected over time may be analysed as part of longitudinal assessment or reporting.

Negotiated Education Plan
Signed hard copies are stored in learner files.

Minutes of Meetings
Minutes of meetings are archived at the end of each year.
Minutes of the Kilparrin Governing Council are kept by the Secretary.

Class Programs
Class teachers are required to keep their class programs for seven years.
SSS teachers' planning overviews should be sorted and culled as part of the end of year processes.

Learner Portfolios
At the end of each year and prior to sending the portfolios home a digital copy of the **entire portfolio** (including the written report) is burned onto a disc and stored in the learner's file.

ACCESS TO DATA

Access to data is through the Principal and in accordance with DECD policies and procedures, *State Records Act* (1997) and the *Freedom of Information Act* (1991).

Parent/caregivers are required to give informed consent for the sharing of information about their child.

Requests for data by DECD are responded to accordingly.

Requests for data by members of the school community are dealt with on an individual basis and in line with current policies and procedures.

Requests for data by other agencies are dealt with on an individual basis and in line with DECD policies and procedures and the *Freedom of Information Act* (1991).

Kilparrin staff complete a *Request to Access a File* form to access individual learner files and **can not take files off site.**

References:
Records Management Services
(Reference: http://www.decd.sa.gov.au/docs/documents/1/DecsRecordsManagementRefe.pdf)

Document 2: December 2012 *(Approved at Staff Meeting 10 December 2012)*
To be reviewed in 2014 or earlier if needed.