



msletb

Bord Oideachais agus Oiliúna
Mhaigh Eo, Shligigh agus Liatroma
*Mayo, Sligo and Leitrim
Education and Training Board*

INFORMATION AND DATA MANAGEMENT

Introduction:

MSLETB have robust and secure systems and platforms for the collection, management, and sharing of data and information related to its core operations. Special emphasis is placed on protecting sensitive information pertaining to its stakeholders, in compliance with data protection regulations. MSLETB also ensures that its staff receive the necessary support to achieve proficiency in using designated information systems and platforms, while maintaining accuracy in data entry.

Data and information play a critical role in the ongoing review of FET provision. MSLETB is committed to ensuring that this data is both accurate and up-to-date, as it is used to establish benchmarks and key performance indicators. The review process will incorporate both quantitative and qualitative methods, utilising data as one of several tools to evaluate and enhance the quality of further education and training provision, in line with best practice standards.

Data Protection:

MSLETB has Data Protection Policies in place in compliance with current legislation. Only named and authorised personnel have access to data and only for the purposes of entering data or reporting at local area level or centrally within MSLETB. A record of authorised personnel is retained at ETB Head Office and is reviewed and updated periodically.

Please [click here](#) for information on MSLETB's Data Protection policies.

11.4 Freedom of Information Policy:

MSLETB has developed a Freedom of Information Policy, and learners are informed of their right to request any data pertaining to them.

To access information on MSLETB's Freedom of Information Policy, [click here](#).

MSLETB has prepared a Publication Scheme relating to its conformity with a Model and Guidelines developed by the Minister for Public Expenditure and Reform under Section 8 of

the Freedom of Information Act, 2004. To find out more about MSLETB's Publication Scheme, [click here](#).

Additional MSLETB initiatives currently in operation helping to maintain the security of learner data include:

- *Sensitive Data Policy and Procedure – currently being rolled out in order to ensure the consistent treatment of personal sensitive data across all provisions in MSLETB.*

Learner assessment evidence, IV, EA and RAP reports are retained in line with MSLETB's Record Retention Schedule. – Link to Secure Storage Procedure

MSLETB has a data impact statement in place for the PLSS database. Learners are required to review and consent to this data impact statement prior to commencing the course. This statement informs the learners on how their personal data shall be used by the Board and with whom it may be shared.

MSLETB is committed to leveraging data and information to establish and continuously improve a rigorous and efficient Further Education and Training (FET) provision. In doing so, MSLETB will ensure compliance with statutory obligations related to Data Protection and Freedom of Information. The organisation will also supply its funding partners with the essential data and information needed to support a responsive, efficient, and high-quality FET provision in the Mayo, Sligo and Leitrim region.

MSLETB utilise robust and secure systems and platforms for the collection and sharing of data related to its core operations. Special attention is given to safeguarding sensitive stakeholder information in accordance with data protection responsibilities.

Data and information serve as key tools in the review and enhancement of FET programmes. Data and information are integrated into a broader suite of review methods, utilising both quantitative and qualitative approaches to achieve best practices in program evaluation and improvement.