

Polasaí Gaeloideachas maidir le Scaipeadh Eolais agus Comhroinnt Sonraí

Scaipeadh Eolais

Déantar eolas Gaeloideachas a scaipeadh ar naíonraí agus scoileanna trí cor poist, ríomhphoist, nuachtlitreacha, suíomh gréasáin na heagraíochta agus na meáin shóisialta. D'fhéadfaí go ndéanfaí forbairt ar scaipeadh eolais trí théacsanna agus eile, agus baineann an treoir thíos sa chás sin freisin.

1. I gcás iarratais ó dhaoine agus eagraíochtaí seachtracha, naíonraí, scoileanna agus eile, is faoi dhiscreíd na heagraíochta glacadh nó gan glacadh le hiarratais le heolas a scaipeadh ar a s(h)on. Glacfar cinneadh faoi eolas a scaipeadh ón eagraíocht bunaithe ar nádúr an iarratais, cineál an ábhair, oiriúnacht agus tionchair.
2. Cuirfear séanadh le heolas a scaipfear ar son tríú páirtí:
Tá an fógra seo á roinnt ag Gaeloideachas mar eolas amháin. Ní féidir le Gaeloideachas glacadh le dlíteanas i dtaobh cruineas an eolais i bhfógraí ó tríú páirtí, ná caighdeán na seirbhísí a sholáthraíonn siad.
3. Ní scaipfear eolas i gcorrphost nó ar ríomhphost nach mbaineann le
(i) obair na heagraíochta, nó
(ii) beartais a bhaineann go dlúth le hobair na naíonraí agus scoileanna.
4. Ní mór don eagraíocht a bheith neamhchlaonta agus neamhpholaitiúil le gach eolas a sheoltar amach óna cuntas.
5. Ní scaipfear eolas ó pháirtithe polaitiúla ná ó eagraíochtaí, naíonraí, scoileanna, daoine a d'fhéadfadh claonadh polaitiúil a bheith ann, idir áitiúil agus náisiúnta, gan réamhscagadh a dhéanamh air.
6. Ní scaipfear eolas ó pháirtithe polaitiúla ná ó eagraíochtaí, naíonraí, scoileanna, daoine a bhfuil mar aidhm aige airgead a thiomsú chun leasa páirtí ar bith.
7. Cinnteofar i ngach cás go bhfuil gach comhfhreagras gairmiúil agus neamhchlaonta, agus gur féidir leis an eagraíocht seasamh leis.
8. Is gá go mbeadh eolas atá le scaipeadh i nGaeilge, nó go mbeadh leagan Gaeilge de ar fáil. Ní féidir le Gaeloideachas seirbhís aistriúcháin nó léamh profaí a chur ar fáil.

Samplaí den chineál eolais a scaiptear ar son tríú páirtí:

- Fógraí maidir le folúntais
- Eolas maidir le féilte, ócáidí agus imeachtaí a mbeadh suim ag an earnáil iontu
- Nuacht ón earnáil
- Eolas maidir le hacmhainní agus seirbhísí a mbeadh suim ag an earnáil iontu

Comhroinnt Sonraí

Cuireann Gaeloideachas eolaire poiblí ar fáil do naíonraí agus scoileanna ar shuíomh gréasáin na heagraíochta. Coinneofar an eolaire seo suas chun dáta, oiread agus is féidir.

1. I gcás iarratais ó dhaoine agus eagraíochtaí seachtracha, is faoi dhíscréid na heagraíochta cóip bhog nó cruá den eolaire a chur ar fáil. Glacfar cinneadh bunaithe ar nádúr an iarratais, oiriúnacht agus tionchair. Ní chuirfear cóip den eolaire ar fáil ina bhfuil seoltaí ríomhphoist na naíonraí agus scoileanna iniata.
2. Ní roinnfear sonraí teagmhála pearsanta nó eolas maidir le duine aonair le haon tríú páirtí gan cead an duine sin a bheith faighte ag Gaeloideachas roimh ré. Glacfar cinneadh maidir le cead an duine a lorg a s(h)onraí a roinnt bunaithe ar nádúr an iarratais, oiriúnacht agus tionchair.
3. Is féidir go dtabharfar lipéid chrua le seoltaí poist na naíonraí agus scoileanna amach do thríú páirtithe ar bhonn ócáide, bunaithe ar nádúr an iarratais, oiriúnacht agus tionchair, agus faoi dhíscréid na heagraíochta.

Meitheamh 2017

Gaeleideachas Policy on Dissemination of Information & Data Sharing

Dissemination of Information

Gaeleideachas uses mailshots, e-mail, newsletters, social media and the organisation's website to disseminate information to naíonraí and schools. Should the organisation commit to disseminating information via text message or other means, the guidelines below will also apply.

1. Where a request is made by an outside party, organisation, naíonra, school or other, it is at the organisation's discretion to accept or decline the request to disseminate information on their behalf. The decision to disseminate information will be based on the nature of the request, the subject, suitability and influence of the material.
2. A disclaimer will be added to any information disseminated on behalf of a third party:
This notice is being shared by Gaeleideachas for information purposes only, and is not an endorsement. Gaeleideachas accepts no liability for the accuracy of the information provided in notices from third parties, or the quality of the services they provide.
3. Information will not be disseminated via mailshot or e-mail unless it pertains to:
 - i. The work of the organisation
 - ii. Policies directly relevant to the work of naíonraí and schools
4. The organisation will be unbiased and apolitical with all information disseminated via its services.
5. The organisation will not disseminate material from political parties or from organisations, naíonraí, schools, or individuals who might have a political bias at a local or national level, without prior screening.
6. The organisation will not disseminate material from political parties or from organisations, naíonraí, schools, or individuals which aims to raise funds for the benefit of the respective party.
7. It is imperative that all correspondence sent by Gaeleideachas be approved by the organisation and be professional and unbiased in nature and intent.
8. All information disseminated by Gaeleideachas must be in Irish, or have an Irish-language version available. Gaeleideachas cannot provide a translation or proofreading service.

Examples of the kind of information disseminated on behalf of a third party:

- Job vacancies
- Information on festivals, activities and events that would be of interest to the sector.
- News from the sector
- Information on resources and services of interest to the sector

Data Sharing

Gaeloideachas provides a database of naíonraí and Irish-medium schools on its website. This database will be kept up to date as far as possible.

1. For requests submitted by individuals and external organisations, it is at the organisation's discretion whether to provide a hard or soft copy of the database. This decision will be based on the nature of the request, the subject, suitability, and influence. The database will not include email addresses of naíonraí or schools.
2. Personal contact details or information on individuals will not be shared with third parties without their prior permission. Gaeloideachas will base its decision on whether to seek the permission of the individual to share their details based on the nature of the request, suitability, and influence.
3. On occasion and at the organisation's discretion, hard copies of labels with the addresses of naíonraí and schools may be provided to third parties, based on the nature of the request, suitability, and influence.

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