

## **Confidentiality and Privacy Policy Statement in Personal Data**

As an Education Authority NI School, it is a legal requirement for us to collect personal details about your child and family. We will also be required to collect information for the annual school census as required by the Department of Education, such as ethnicity and religion.

Any information regarding your child or family given to the school either verbally or in writing will be treated as confidential, we are in full compliance with the General Data Protection Regulations (GDPR) 2018, the school privacy statement is available on the school website.

Parents or any person with parental responsibility will have access to their child's records. All documentation relating to your child will be stored securely and have access restriction on it. We will not disclose information about your child without your permission, unless there is a child protection concern in which case the school Child Protection Policy and Guidelines will be adhered to.

Once your child leaves the school information will only be retained for the relevant retention period as dictated by the Department of Education or the Safeguarding Board. All information which is not required will be permanently deleted or shredded.

### **Your consent**

By providing your personal data to Dromore Nursery School you consent to the processing of such data as described in this Privacy Statement. You have the right to alter your preferences at any time.