

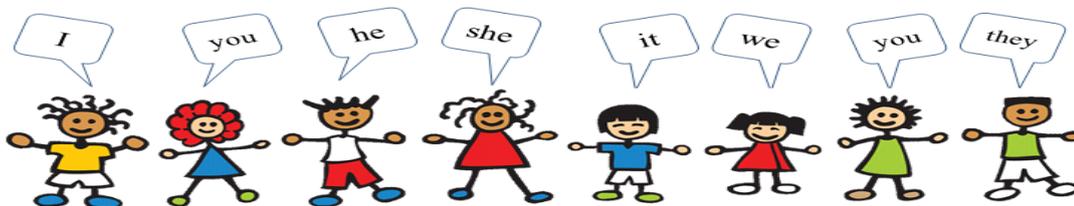


General Data Protection Regulations **Privacy Statement** for



Privacy Statement for Children

Dromore Nursery School is an Education Authority school in Northern Ireland. When you are a pupil at our school we want to be sure we are protecting your personal information and this statement explains how we do that.



Anyone can find out more about their rights and what we must do under Data Protection Legislation from the information Commissioner's website (www.ico.org.uk)

What is my personal information?

We keep information about you like your name, address and contact details for your parents. This information will be used to help stay in touch and help you while at Nursery School.

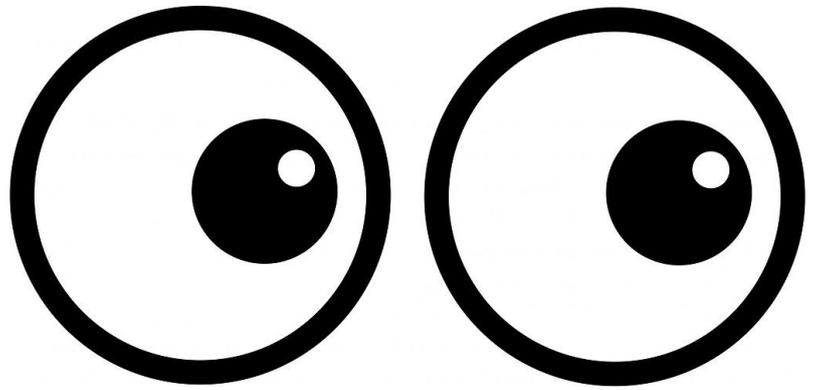


What is my personal information used for?

While in nursery school we must have the right information about you. We use your information so that we can identify you, you can find the things that belong to you. We will also use these details to contact your parents. We do not give this information to any other people.

Who can view my personal information?

The teachers and classroom assistants and school Secretary.



How do you store my personal Information?

When your parents or carers give us your information they are agreeing for us to store and use it during your school year. We will keep that information safe as for as necessary. When we no longer need it we will safely remove it.

Your parents can ask to get your information changed if it is wrong and they can ask for it to be removed from our system.

Your rights?

Under Data Protection Legislation you have the right:

- To be informed of how your personal information is being used
- Of access to your personal information and to be made aware of and verify the lawfulness of the processing
- To have accurate data corrected
- To have your personal data erased when there is no longer a reason for it to be kept, this is known as 'the right to be forgotten'
- To ask Dromore Nursery School not to process personal information where it causes substantial damage to them or anyone else
- To have your data moved to another processor (data Portability)
- To object to Dromore Nursery School using your data in automated processing such as direct marketing or scientific/historical research.



To put it simply, your parents/carers have the right at any stage to ask about your personal information, how it is being used, to check it is accurate and make a request if they wish to remove it from our systems.

How can I get a copy of my personal information?

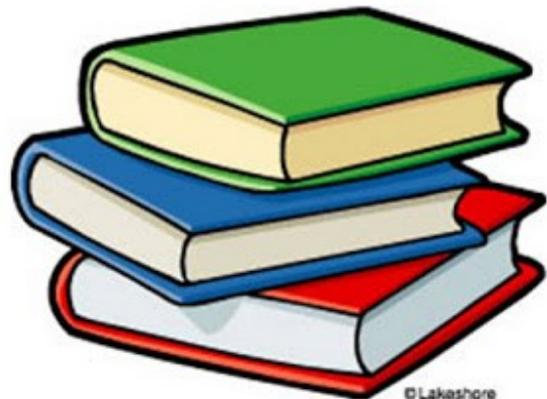
The Data Protection Legislation gives you the right to access the personal information Dromore Nursery School holds about you. If you would like a copy, or if you object to the use of your information then your parent or guardian must email or write to the address below:

Dromore Nursery School, 18, Banbrige Road Dromore, CoDown, BT25 1NB

Lawful Basis:

Dromore Nursery school has a legal reason for getting and storing your information and some of these laws include:

- The Education Act
- Health and Safety at Work Act
- Fire Safety Regulations
- Section 75 Northern Ireland Act
- Children's Service Co-operation Act (NI)
- Co-operating and Safeguarding Children and Young People NI
- Adult Safeguarding: Prevention and Protection in Partnership
- Employment Law
- Contract Law



Right to Complain:

The address for the Information Commissioner is:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

t:03031 231113