

# Data Protection Statement

## Personal Data on this Form:

*NDNSP* is a data controller under the Data Protection Acts, 1988 and 2003. The personal data supplied on the enrolment form is required for the purposes of:

- student enrolment
- student registration
- allocation of teachers and resources to the school
- school administration
- child welfare (including medical welfare)
- and to fulfil our other legal obligations.

## School Contacting You

Please note: *NDNSP* reserves the right to contact you in case of an emergency relating to your child, regardless of whether you have given your consent.

**While the information provided will generally be treated as private to *NDNSP***, and will be collected and used in compliance with the Data Protection Acts 1988 and 2003, from time to time it may be necessary for us to transfer your personal data on a private basis to other bodies (including the Department of Education & Skills, the Department of Social Protection, An Garda Síochána, the Health Service Executive, Tusla (CFA), social workers or medical practitioners, the National Educational Welfare Board, the National Council for Special Education, any Special Education Needs Organiser, the National Educational Psychological Service, or (where the student is transferring) to another school). We rely on parents/guardians and students to provide us with accurate and complete information and to update us in relation to any change in the information provided. Should you wish to update or access your/your child's personal data, you should write to the school principal requesting an Access Request Form.

**Data Protection Policy:** A copy of the full Data Protection Policy is enclosed in Enrolment Packs, When you apply for enrolment, you will be asked to sign that you consent to your data/your child's data being collected, processed and used in accordance with this Data Protection Policy during the course of their time as a student in the school.

**Photographs of Students:** The school maintains a database of photographs of school events held over years. It has become customary to take photos of students engaged in activities and events in the interest of creating a pictorial as well as historical record of life at the school. Photographs may be published on our school website or in yearbooks (some produced in 6th by class parents), newsletters and similar school-related productions. In the case of website photographs, student names will not appear on the website as a caption to the picture. If you or your child wish to have his/her photograph removed from the school website, brochure, yearbooks, newsletters etc. at any time, you should write to the school principal.

Where external agencies ask to be allowed take photos of children (for example, Peace Proms in 4th/5th requires permission to film the large group), the Board of Management must give express permission for same where possible.

I consent to my child's data being collected, processed and used in accordance with the data protection policy during the course of their time at school.

Signed (parent/guardian): \_\_\_\_\_

Please print name: \_\_\_\_\_

Child's name: \_\_\_\_\_

Year of entry to school: \_\_\_\_\_