



LORETO ABBEY SECONDARY SCHOOL

DALKEY, CO. DUBLIN

DECLARATION OF INTEREST

Please complete this Form in CAPITAL LETTERS. Thank you.

Name of Child: _____

Date of Birth: _____

Present School: _____

Proposed class/year of entry: _____

Name of Parent(s)/Guardian(s): Mother: _____

Father: _____

Permanent Address: _____

Contact Numbers: Mother (H) _____ (M) _____ (Email) _____

Father (H) _____ (M) _____ (Email) _____

Name(s) of sister(s) attending Loreto Abbey _____

Is applicant a pupil of Loreto Primary School Dalkey? Yes No

Please tick relevant box if a parent/guardian of applicant is: Staff Member Past Pupil

Past Pupil's Maiden Name: _____ Year of Graduation _____

How did you hear of the school? _____

Registration Fee €10 enclosed: Chq _____ P.O _____ Cash _____

*Please note that all those who complete a Declaration of Interest Form will be invited to an Open Day.

The purpose of this form is to establish a priority listing in accordance with criteria as outlined in the School's Admission Policy.

Date of Declaration of Interest _____ Date of Receipt _____

Who is collecting the data

Loreto Abbey Secondary School
Loreto Avenue, off Harbour Road, Dalkey, Co. Dublin, A96 YC81.
T: (01) 271 8900
E: office@loretoabbeydalkey.ie

This Privacy Notice governs the manner in which Loreto Abbey Secondary School collects, uses, maintains and discloses information collected using School Forms.

Personal Identifiable Information (School)

We collect personal identification information from students & prospective students in a variety of ways in connection with the delivery of education at our school. We will collect personal identification information from data subjects only if they voluntarily submit such information to us:

Student's Data (Lawful Basis: Public Interest, Consent, Legal Obligation):

- Name; Surname; Date of Birth; PPS Number; Address;
- Parent / Guardian Name; Phone Number; Home Address; Mobile Number; Email, Emergency Contact Person & No., Mothers Maiden Name; Family Members (current / past);

How we use collected information

We use your personal data for purposes including the assessment of the applicant's application for enrolment at our school.

How we protect your information

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information.

How long do we keep your personal information?

We keep your personal information for a length of time as per our Retention Policy i.e. to assess your application for enrolment. After this time, your data will be destroyed by confidential shredding or deletion from our school's database. In certain circumstances we may retain your data longer, these circumstances and the retention period are outlined in Loreto Abbey Secondary School Data Protection Policy which is available to you on request.

Sharing your personal information

We do not sell or trade personal identification information to others.

Your rights

You have a number of rights in relation to your personal information. These rights include the right to:

- request information regarding the personal data that we hold about you and the source(s) of that information. You can request a copy of any personal data we hold about you. This service is free of charge.
- request that we rectify without undue delay any inaccuracies in relation to the personal data we hold;
- in some circumstances, request the erasure of your personal data or object to the processing of your data;
- obtain restriction of processing in some circumstances;
- object to any processing in some circumstances;
- in some circumstances, request that your personal data be transferred to you or a new school if the data is processed automatically (Please note, that we retain only a copy of certain data collected from you. Furthermore we do not avail of systems that make automated decisions based on your data);
- if we are processing any data for which you have given consent, you may withdraw consent to us processing your personal data. This will not affect the processing already carried out with your consent; and
- lodge a complaint with a supervisory authority. In Ireland, this is the Office of the Data Protection Commissioner;

Any enquiries regarding the above rights or if you wish to exercise any of these rights or any other rights provided for in this Statement please contact us.