**Collection and Processing of personal data and information.**

We need to request personal information regarding the individuals at the Pre-school. We are required to store information relating to Name, Age, Special needs, Family details including parents details and other family members, addresses (residential and email), telephone numbers, doctors etc.

The personal data we collect is used to process your request for our services, to provide such services and to keep records of those who use our services as required in order for us to comply with the relevant parties and officials.

Data will be kept as accurate and up to date as possible - In order to comply with this Úlla Beag Pre-School will not store information any longer than necessary for the purpose registered, in accordance with the data protection guidelines. We will regularly check that the data held is kept up to date, is adequate and not excessive for the purpose it is being held. We will check records regularly for missing; excessive or incorrect data and we may contact third parties for the verification of certain items of data.