



General Data Protection Regulations Policy for Admissions into Church Schools

General Decree on the Protection of DATA, 2018*¹

I give my consent to the Secretariat for Catholic Education to process, verify and evaluate the information I will submit as a request for my son/daughter to be considered as an applicant for admission to a Church school according to the Admissions Regulations for Church Schools.

I understand that the Secretariat will keep confidential this sensitive and personal information and will not pass it on to others who are not authorised according to the terms of this declaration.

I understand that there might be the need for the Secretariat to ask for results or/and documents or/and the need to discuss with other professionals such as Head of School, psychologists, psychiatrists, teachers etc and/or other competent organisations such as Psychological Services of the Education Directorate, CDAU, *Statementing Moderating Panel*, etc...

I am informed that at application stage I will be given the option to request to be notified if the Admission Office needs to contact the school of my son/daughter.

I understand that I can withhold some information or cancel my request – in which case the Secretariat has every right to stop processing my application.

This information will be held by the Secretariat till my son/daughter finish secondary school – unless I submit a written request duly signed by me so that this information is returned to me or destroyed.

In the case where my son/daughter is registered in a school, this information will also be passed to the school and to the educational authorities accordingly. Secretariat for Catholic Education may pass my contact details to the schools where my children can be enrolled. This is so schools can forward me any information regarding their schools or about certain meetings they might be holding.

I know that the Secretariat for Catholic Education is the controller of the personal information where the *General Decree on the Protection of Data* (2018) is concerned. I understand that I can contact the Secretariat at: Church Schools Admission Office, Secretariat for Catholic Education, 30, Binja Josmar, Idmejda Street, Balzan BZN 1521, **if I need any information with regards to this General Decree. I understand that I have a right to access my personal information which the Secretariat is processing about myself or my son/daughter, that I can verify this information, and where applicable, the right to cancel any personal information. If I would like to use any one of these rights, I have to submit a written request to the Secretariat.**

The confirmation of this Declaration by one parent/custodian or a representative of the parents/custodians shows that there is an agreement between the parents/custodians. In case where there is no agreement between the parents/custodians, the application will be considered invalid.

¹ *General Decree on the Protection of Data*, can be accessed from: <http://thechurchinmalta.org/files/page/GDPD.15348463124.pdf>, issued in 2018 in conformity with the *General Data Protection Regulation (GDPR)* 2016, and which was actualised in 2018.