



Ballymoney Nursery School  
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Principal: Mrs J. Trimmings B.Ed (Hons), P.G. Dip (SQH)

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8<sup>th</sup> December 2020

Dear Parent/Carer,

As part of our new website, we have the facility to send you messages via the School Web Design Private Messaging App service and also the facility to book online appointments e.g. parent/teacher appointments. In order to receive the messages from us via the App, School Web Design will send you an SMS text message with a link to download the App (this is free- Schools NI App) and verify your access for private messages from us.

To be entered into the School Web Design Private Messaging a small amount of information will be added to their database. This is limited to your child's:

- Firstname
- Surname
- Class
- Parent's/Carer's Phone Numbers
- Parent's/Carer's Email Addresses

These details will be used in the system reporting and will not be publicly accessible in the App or school website. After the initial setup, if you no longer wish to be in the system please contact us to have your details removed.

After each school year, your child's details will be removed. If you have verified a phone number this will be kept on record until it is deemed no longer necessary, then it will be removed from the system automatically.

School Web Design does not share any personal information and our full privacy policy can be accessed at <https://www.schoolwebdesign.net/policies/privatemessaging/> including details of your rights with respect to your child's personal data.

We would like to start using this App as soon as possible therefore ask for your consent to be returned by Friday 11<sup>th</sup> December 2020.

Yours sincerely,

Jennifer Trimmings, Principal



**Consent for personal details to be entered into the School Web Design Private Message System**  
**Please return by Friday 11<sup>th</sup> December 2020**

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

Child's Class:- \_\_\_\_\_

I give consent for my child's personal information as outlined above to be entered into the School Web Design Private Messaging system and stored.

Yes

☐

No

☐

Parent / Carer Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_