



# The General Data Protection Regulation (GDPR)

Reviewed date: January 2024

Bidborough Village Nursery School is committed to complying with the General Data Protection Regulation (GDPR), which took effect on 25 May 2018, replacing the UK Data Protection Act 1998. This policy outlines our approach to data privacy and protection, ensuring we handle personal information responsibly.

## Privacy Notice and Use of Personal Information

- **Purpose of Data Collection:** We collect personal information about children to support their educational needs, including sensitive information required for Department of Education Census reporting.
- **Data Accuracy and Security:** We strive to keep your child's information accurate and secure. Please inform us of any changes to ensure records are up-to-date.
- **Use of Photographs and Quotations:** For assessment purposes and nursery displays, photographs and quotations from children may be used, adhering to strict data protection principles.
- **Staff Access to Records:** Nursery staff access children's records as necessary for their care and education, with rigorous training in confidentiality and data protection.
- **Sharing Information:** Information may be shared with relevant parties involved in your child's care, under strict conditions of necessity and confidentiality.
- **Legal Obligations:** In certain situations, we may be legally required to disclose information to statutory or official bodies.

## Data Protection Measures

- **Security Measures:** We employ robust safeguards against accidental loss of data, ensuring all information is held securely.
- **Confidentiality:** Information is disclosed only after verifying the identity of the requester, typically the parent/guardian, to protect your child's privacy.
- **Consent for Disclosure:** Information is not disclosed to family or friends without prior consent.

- **Access to Records:** Parents/guardians have the right to access their child's records. Contact us for further details.

## **Compliance and Oversight**

- This policy will be reviewed regularly to ensure compliance with current GDPR requirements and to reflect best practices in data protection.
- Staff are regularly trained on GDPR compliance, ensuring the nursery adheres to high standards of data privacy and protection.