



## General Data Protection Regulation (GDPR)

### Privacy Notice & Pre-schools Use of Personal Information

The General Data Protection Regulation came into effect on 25 May 2018, replacing the current UK Data Protection Act 1998. We need to hold personal information about your child on our computer system and in paper records to help us with their educational needs. This includes sensitive data required to comply with Department of Education Census reporting. We are responsible for its accuracy and safe-keeping. Please help to keep your child's records up-to-date by informing us of any change of circumstances.

Photographs and quotations may be used in school for assessment purposes and in displays around the preschool. Pre-school staff have access to your child's records to enable them to do their jobs. From time to time information may be shared with others involved in your child's care, if it is necessary. For example, our education authority will be advised when you move address. Anyone with access to your child's records is properly trained in confidentiality issues and is governed by a legal duty to keep their details secure, accurate and up-to-date.

All information about your child is held securely and appropriate safeguards are in place to prevent accidental loss. In some circumstances we may be required by law to release your child's details to statutory or other official bodies, for example if a court order is presented, or in the case of public educational issues.

To ensure your child's privacy, we will not disclose information unless we are sure that we are talking to you - the parent/guardian. Information will not be disclosed to family and friends unless we have prior consent.

You have a right to see your child's records if you wish. Please contact us if you would like further details.