

Sandbrook Nursery School/



GDPR

Privacy Notice & School's Use of Personal Information

The General Data Protection Regulation came into effect on 25 May 2018, replacing the current UK Data Protection Act 1998.

It is a requirement of Sandbrook Nursery School 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 nursery.

CCTV is used for maintaining the security of school property and premises and for preventing and investigating crime.

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 the school office if you would like further details.

- Sandbrook Nursery School Privacy Statement Parents and Carers
- Sandbrook Nursery School Privacy Statement Teaching
- Sandbrook Nursery School Privacy Statement Non-Teaching
- SAR Form

Freedom of Information

Sandbrook Nursery School operates within the guidance issued by the Education Authority in respect to Freedom of Information. As an open and transparent organisation we are committed to routinely publishing as much information as possible on our website; however if you want information which is not on our website or otherwise, you may ask us for it in accordance with further provisions of the Freedom of Information Act 2000 and of the Environmental Information Regulations 2005.

Requests for such information should be sent to

Principal
Sandbrook Nursery School
Wellwood Avenue
Belfast
BT4 1NG