



Westfield Nursery School General Data Protection Regulations



**Information for Staff, Governors,
Visitors, Students and Volunteers**

Westfield Nursery School
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Headteacher: Mrs Elizabeth Collins BA(QTS) NPQH



At Westfield Nursery School we are committed to the principles in the General Data Protection Regulations (GDPR) which came into effect in May 2018.

The Governing Body and the Headteacher are responsible for implementing good data protection practices and procedures within the Nursery and for the compliance with the Data Protection Principles.

It is the responsibility of all staff to ensure that their working practices comply with the Data Protection Principles. All staff have had training on the GDPR regulations, so they understand the data that flows in to school, where and how that data is kept, how the data flows out of Nursery and how long data is kept for.

We hold personal information about staff, governors, students, pupils and parents on our computer system and in paper records to be able to meet our function as a school. Anyone with access to children's records are properly trained in confidentiality issues and are governed by a legal duty to keep details secure, accurate and up to date.

In some circumstances we may be required by law to release your child's details to statutory or other official bodies. Data will be shared with education establishments, health professionals, police and courts, social workers and support agencies and government agencies where appropriate.

In other circumstances parents/ carers may be required to give written consent, for example for photographs to be used.

It is very important that parents and carers keep their child's records up to date by informing us of any change of circumstances.

Parents and carers have a right to see their child's records if they wish. Please ask at the school's office if you would like further details, an appointment will be required.

All records are retained and destroyed in accordance with Central Bedfordshire's guidelines

Where data breaches occur, we have a breach management plan.