GDPR Policy

Privacy Notice

Data Controller Name: Kings Road Nursery School
Address: Melfort Drive, Belfast
Telephone: 02890483991
Email: info@kingsroadnurseryschool.org.uk

Data Protection Officer Name: C McQuillan

Introduction

Being transparent and providing accessible information to individuals about how we may use personal data is a key element of the Data Protection Act (DPA) and the EU General Data Protection Regulation (GDPR). Kings Road Nursery School is committed to building trust and confidence in our ability to process your personal information.

Description of our processing

The following is a broad description of the way Kings Road Nursery School, as a data controller, processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any specific privacy notices the school has provided, or contact the school to ask about your personal circumstances.

For the school to process personal information we must have a lawful basis for doing so and at least one of the following must apply:

1. **Consent:** an individual must give clear consent for us to process their personal data and then only for a specific purpose.

2. **Contract:** the processing is necessary for a contract the school has with an individual, or because they have asked the individual to take specific steps before entering into a contract.

3. **Legal obligation:** the processing is necessary for the school to comply with the law (not including contractual obligations).

4. **Vital interests:** the processing is necessary to protect someone's life.

5. **Public task:** the processing is necessary for the school to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

6. **Legitimate interests:** the process is necessary to allow the passage of information to other educationalist bodies and specialist services to support pupils learning

The processing that the school carries out is most likely to fall under 3 and 5 above.

Why we might need to process your information

- To enable us to respond to correspondence affecting the school, its staff and pupils
- When making personnel appointments
- For the production of official statistics
- Supporting and managing our employees
- Maintaining our accounts and records
- For official communications and publicity materials

- For legal reason including in co-operation with the PSNI, Social Services and the Education Authority

What types of personal information we process

We process information relevant to the above reasons/purposes. This may include:

- personal details
- family details
- education, training and employment details
- financial details
- goods and services
- visual images, personal appearance and behaviour,

We also process sensitive classes of information that may include:

- racial and ethnic origin
- offences and alleged offences
- criminal proceedings, outcomes and sentences
- trade union membership
- physical or mental health details

Who is the information processed about?

We process personal information about:

- suppliers
- pupils
- employees
- complainants
- enquirers

Who is the information shared with?

We sometimes need to share the personal information we process with the individuals themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA).

The types of organisations we may need to share personal information we process with, for one or more reasons.

Where necessary, or required, we may share information with other organisations for the reasons included above in the 'Why we might need to process your information section'. Some examples of the organisations we may have to share your information with include:

- family, associates and representatives of the person whose personal data we are processing
- staff
- current, past or potential employers
- suppliers, service providers, legal representatives
- auditors and audit bodies
- people making an enquiry or complaint
- professional advisers and consultants
- PSNI
- Social Services
- Education Authority
- Primary Schools
- Department of Education

We may need to share information with these organisations for more than one reason and not all your personal information may need to be shared each time. We aim to minimise the personal information shared and the instances of sharing to what is needed for the specific purpose and in line with the Data Protection Act.

Retention of records

The school will ensure compliance with Article 5(d) of GDPR[1] which requires that personal data is erased without delay when no longer required. Effective management of records from when they are created, how they are stored and used, through to their disposal or archive is in place.

What rights do you have?

- You have the right to obtain confirmation that your data is being processed, and access to your personal data
- You are entitled to have personal data rectified if it is inaccurate or incomplete
- You have a right to have personal data erased and to prevent processing, in specific circumstances
- You have the right to 'block' or suppress processing of personal data, in specific circumstances
- You have the right to data portability, in specific circumstances
- You have the right to object to the processing, in specific circumstances
- You have rights in relation to automated decision making and profiling

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[1] **personal data shall be:**
d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay

How to complain if you are not happy with how we process your personal information

If you are unhappy with any aspect of this privacy notice, or how your personal

information is being processed, please contact the school's Data Protection

Officer.

If you are still not happy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):

> **Information Commissioner's Office**
> Wycliffe House
> Water Lane
> Wilmslow
> Cheshire
> SK9 5AF
>
> Tel: 0303 123 1113
> Email: casework@ico.org.uk
>
> https://ico.org.uk/global/contact-us/