



Privacy Policy

Policy Statement

Our setting is committed to protecting the privacy and confidentiality of children, families, and staff. We collect and use personal information to provide safe, high-quality childcare and to meet our legal and regulatory responsibilities.

We handle all personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

What Information We Collect

We may collect and store the following types of information:

Information About Children

- Name, address and date of birth
- Parent or carer contact details
- Emergency contact details
- Medical information, allergies and dietary requirements
- Development records and observations
- Attendance records
- Safeguarding or welfare concerns where applicable

Information About Parents/Carers

- Names and contact details
- Addresses and email addresses
- Employment details where required
- National Insurance numbers for funding purposes (where applicable)

Information About Staff

- Contact details
 - Qualifications and employment history
 - DBS checks and safeguarding information
 - Training records
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Why We Collect This Information

We collect and use personal data to:

- Provide safe and appropriate care for children
- Support children's learning and development
- Contact parents in emergencies
- Meet safeguarding requirements
- Administer government funding
- Comply with legal and regulatory obligations

We only collect information that is necessary for these purposes.

How We Store Information

All personal information is stored securely.

We ensure:

- Paper records are kept in locked cabinets
- Digital records are password protected
- Access is restricted to authorised staff only

Information is only retained for as long as necessary in line with legal requirements.

Sharing Information

We will only share personal information when necessary and lawful to do so.

This may include sharing with:

- **Ofsted**

- Local safeguarding partners or children’s services
- Health professionals
- Schools that children transfer to
- Local authorities for funding or safeguarding purposes

Information will only be shared without parental consent where there is a **safeguarding concern** or where required by law.

Photographs and Images

Photographs may be taken to support children’s learning and development.

Parents will be asked to give consent before photographs are taken or used.

Images will only be used for agreed purposes such as:

- Learning journals
 - Displays within the setting
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Data Retention

Records are kept only for the period required by law or guidance.

Examples include:

- Child records – usually kept until the child reaches **21 years and 3 months**
 - Accident records – retained according to legal requirements
 - Staff records – kept according to employment legislation
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Your Rights

Under UK GDPR, individuals have the right to:

- Access their personal data
- Request correction of inaccurate data
- Request deletion of data where appropriate
- Restrict how data is used
- Object to certain uses of data

Requests should be made in writing to the setting manager.

Data Breaches

If a data breach occurs, it will be recorded and investigated. Where required, it will be reported to the **Information Commissioner's Office**.

Policy Review

This policy will be reviewed annually or when legislation changes.