

Love End Nursery

Privacy Notice for Parents / Carers, Visitors and Volunteers

Under data protection law, individuals have the right to be informed about how we use any personal data that we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about children who attend our nursery, and about parents/carers, visitors and volunteers.

Love End Nursery is the '**data controller**' for the purposes of data protection law.

In some cases, your data may be shared with a third-party processor (for example, our Local Authority or statutory safeguarding agencies). This will only be done where the law requires or permits it.

Who processes your information?

The nursery is the data controller of the personal information you provide to us. This means we determine the purposes for which, and the manner in which, any personal data relating to children and their families is processed.

Our Data Protection Leads are:

- **Katy Cooley - Nursery Manager**
- **Jennie Hackett - Business Manager**

They oversee and monitor data protection procedures and ensure compliance with the UK GDPR and Data Protection Act 2018.

The personal data we hold

Personal data we may collect, use, store and share (when appropriate) about children includes, but is not restricted to:

- Personal information (such as name, address, contact details, date of birth)
- Characteristics (such as ethnic background, nationality, country of birth, languages spoken, or special educational needs)
- Health and medical information (such as dietary requirements, medication details, medical conditions, allergies, mental health conditions)
- Attendance information (such as sessions attended, number of absences, reasons for absence)
- Progress reports, assessments and child profile records
- Behavioural information
- Safeguarding information, child protection reports and disclosures

- Details of any support received, including care plans and professionals involved
 - Permissions (such as photographs, videos, social media permissions, consent forms)
 - Information passed to us from other organisations (e.g. when a child transfers from another nursery or Local Authority)
-

Why we collect and use children's information

We collect and use children's information under:

- Section 537A of the Education Act 1996
- Section 83 of the Children Act 1989
- Article 6(1)(c) and Article 9(2)(b) of the UK GDPR

We use children's data to:

- Support learning and development
 - Provide appropriate pastoral care and welfare support
 - Safeguard children and protect their wellbeing
 - Monitor and report on progress
 - Assess the quality of our services
 - Comply with the law on data sharing
 - Apply for and administer funded childcare entitlements (universal 15 hours and extended 30 hours)
-

Our lawful basis for using this data

We only collect and use personal data when the law allows us to. Most commonly we process it where:

- We need to comply with a legal obligation (e.g. safeguarding, health conditions)
- We need it to perform an official task in the public interest (e.g. monitoring educational progress)

Less commonly, we may also process data where:

- We have obtained consent (e.g. photographs or media use)
- It is necessary to protect an individual's vital interests

Where we rely on consent, this can be withdrawn at any time.

Collecting this information

Most information we collect is mandatory. Some is provided on a voluntary basis, where we will make this clear and explain your choices.

How we store this data

We keep personal information about children while they are attending our nursery. We may also keep it beyond their attendance if required by law (e.g. for safeguarding or funding purposes).

We follow our nursery's **Data Protection Policy** (based on the Information and Records Management Society guidelines).

We do not store personal data indefinitely; it is only kept as long as necessary to fulfil the purpose for which it was collected.

Who we share information with

We do not share personal information about children with third parties without consent unless the law or our policies allow us to do so. Where required, we may share data with:

- The school your child will attend after leaving us
- Buckinghamshire Local Authority (for safeguarding, SEND support, and childcare funding claims)
- Children's family and representatives
- Our regulator, Ofsted
- Health authorities, social care and welfare organisations
- Professional advisors and consultants
- Police forces, courts and tribunals

Parents, visitors and volunteers - information we collect

For parents/carers we may collect:

- Names, addresses, contact details and relationship to the child
- Emergency contact information
- National Insurance numbers (for funding claims)

For visitors and volunteers we may collect:

- Name and purpose of visit
- Contact information
- DBS details (where applicable)

We use this information for:

- Communication about your child's care and progress
- Sending important nursery updates
- Providing access to tools and systems (e.g. online payment or communication apps)

- Funding claims (universal and extended hours)
 - Health, safety and safeguarding purposes
-

Your data protection rights

Under data protection law, individuals have the right to:

- Request access to the personal data we hold about them (a subject access request)
 - Request that incorrect data is corrected
 - Request erasure of data (where legally possible)
 - Restrict or object to processing
 - Request data portability (to move, copy or transfer data to another provider)
 - Withdraw consent where it has been given
 - Complain to the Information Commissioner's Office (ICO)
-

Contact us

If you wish to exercise your rights, make a request or have any concerns, please contact our Data Protection Leads:

Katy Cooley - Nursery Manager
Jennie Hackett - Business Manager

 Email: office@lovelendnursery.com
 Phone: 01753 887896

You can also contact the **Information Commissioner's Office (ICO)** at:
<https://ico.org.uk/concerns/>

This policy was reviewed in August 2025

Approved by:

Manager's Name: Katy Cooley

Signature: _____

Date: _____

Date:

Chair of Policy

Signature: _____

Date: _____