



Privacy Notice for Parents, Carers and Children

1. Introduction

At Springwood Nursery, we understand that the personal information you share with us is important and deserves to be treated with care, respect and confidentiality.

This Privacy Notice explains how Springwood Nursery Limited collects, uses, stores and protects the personal information of children attending the nursery, together with information relating to their parents, carers and emergency contacts.

We collect personal information so that we can provide high-quality childcare, meet our legal and regulatory responsibilities, keep children safe, communicate effectively with families and deliver the services you have asked us to provide.

We are committed to processing all personal information fairly, lawfully and transparently in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other applicable legislation.

We encourage you to read this Privacy Notice carefully. If you have any questions about how we use your information, please contact us using the details provided at the end of this document.

This Privacy Notice applies to all parents and carers of children attending Springwood Nursery and should be read alongside our Terms and Conditions and other policies that explain how we provide our services.

2. Who We Are

Springwood Nursery Limited is responsible for deciding how and why your personal information is collected and used. This means we are the Data Controller for the personal information covered by this Privacy Notice.

Springwood Nursery Limited
3 Springwood Road
Leeds
LS8 2QA

Telephone: 0113 265 9345
Email: admin@springwood-nursery.org
Company Registration Number: 07176930

If you have any questions about this Privacy Notice, how we use your personal information, or if you wish to



exercise any of your data protection rights, please contact the Nursery Manager using the details above.

We are committed to handling all personal information responsibly, securely and in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other applicable legislation.

3. What Information We Collect

To provide safe, high-quality childcare and meet our legal and regulatory responsibilities, we need to collect and use certain personal information.

Information about your child

- Full name, date of birth and home address.
- Photographs (where appropriate) for identification, learning journeys, and in messages to you as parents.
- Attendance records and booking information.
- Information about your child's learning, development and progress.
- Health information, including medical conditions, allergies, dietary requirements, prescribed medication, healthcare plans and details of any accidents or injuries.
- Safeguarding information where required to protect your child's welfare or to meet our legal responsibilities.
- Funding information required to administer government-funded childcare.
- Records of observations, assessments, care plans and other information necessary to support your child's individual needs.
- Information provided by health professionals, local authorities or other agencies where appropriate and lawful.

Information about parents and carers

- Names and contact details
- National Insurance number
- Home address.
- Telephone numbers and email addresses.
- Relationship to the child and parental responsibility.
- Billing and payment information.
- Government-funded childcare eligibility information where required.
- Information provided during enquiries, registration and throughout your child's attendance at the nursery.
- Records of correspondence and communications with the nursery.

Emergency contacts and authorised collectors

To help keep children safe, we collect details of emergency contacts and any adults authorised to collect your child from the nursery. This may include their name, relationship to the child, contact telephone numbers and information necessary to verify their identity when collecting your child.



Information collected during enquiries and admissions

Before your child starts at Springwood Nursery, we may collect information through enquiry forms, visits to the nursery, registration documents and other communications. This allows us to assess availability, discuss your childcare requirements and, where appropriate, offer and administer a nursery place.

We only collect personal information that is relevant and necessary for the purposes described in this Privacy Notice. We will never collect more information than we reasonably need.

4. Why We Collect and Use Personal Information

We collect and use personal information to provide a safe, caring and effective nursery environment for every child. The information we hold enables us to meet your child's individual needs, communicate with families and fulfil our legal and regulatory responsibilities.

We may use personal information for a number of purposes, including to:

- Provide high-quality childcare and early years education.
- Support your child's learning, development and wellbeing.
- Keep children safe and meet our safeguarding responsibilities.
- Maintain accurate attendance and welfare records.
- Administer government-funded childcare where applicable.
- Communicate with parents and carers about their child's care, learning and nursery activities.
- Manage bookings, invoices and payments.
- Respond to enquiries and administer admissions.
- Meet our legal and regulatory obligations, including those set by Ofsted, the Department for Education and other public authorities.
- Respond appropriately in the event of an emergency, accident or medical incident.
- Investigate complaints or incidents where necessary.
- Protect the safety, security and property of the nursery.

We only use personal information where we have a lawful reason to do so under UK data protection law.

5. Our Legal Basis for Using Personal Information

UK data protection law requires us to have a lawful basis whenever we collect or use personal information. Depending on the purpose, we rely on one or more of the following lawful bases:

Why we use your information	Our lawful basis
To provide childcare and administer your child's place	Performance of our contract with you
To communicate with parents and carers	Performance of our contract with you
To manage bookings, invoices and payments	Performance of our contract with you
To support your child's learning and development	Performance of our contract and our legitimate interests
To administer government-funded childcare	Legal obligation
To comply with safeguarding, welfare and health and safety requirements	Legal obligation
To meet statutory responsibilities including EYFS and Ofsted	Legal obligation
To protect the safety and security of children, families, staff and visitors, including external CCTV	Legitimate interests and, where applicable, legal obligation
To investigate incidents, complaints or legal claims	Legitimate interests and legal obligation

Special Category Information

Some information we collect is considered more sensitive under data protection law. This includes health conditions, allergies, dietary requirements, disabilities, ethnicity and safeguarding information.

We only collect and use this information where it is necessary to:

- protect the health, safety and wellbeing of children;
- meet our legal safeguarding and childcare obligations;
- provide appropriate care and support;
- administer government-funded childcare where required; and
- comply with other legal requirements.



Where consent is the appropriate legal basis, we will ask for it separately and you may withdraw your consent at any time unless we are required by law to continue processing the information.

6. Who We Share Personal Information With

We treat all personal information with the utmost care and confidentiality. We will only share personal information where it is necessary to do so, where we are legally required to do so, or where it is in the best interests of a child.

Local Authorities

We may share information to:

- administer government-funded childcare;
- meet statutory reporting requirements;
- support safeguarding responsibilities;
- comply with audit and funding requirements.

Regulatory and Government Bodies

We may share information to:

- Ofsted;
- the Department for Education;
- HM Revenue & Customs (where necessary for government-funded childcare);
- the Information Commissioner's Office (where required);
- other public authorities where we have a legal obligation to do so.

Health and Safeguarding Professionals

Where appropriate, we may share relevant information with health professionals, social care services, safeguarding partners or emergency services to protect the health, safety and wellbeing of a child or to meet our legal safeguarding duties.

Schools and Other Early Years Providers

Where appropriate, we may share relevant information with schools or other childcare providers to support your child's transition, promote continuity of learning and ensure they receive the support they need.

Professional Advisers and Service Providers

We use carefully selected organisations to help us operate the nursery safely and efficiently. These organisations provide services such as:

- nursery administration and parent communications;
- government funding administration;
- secure electronic document signing;
- accounting and financial administration;



- payroll and human resources;
- secure email and cloud document storage;
- IT support and cyber security.

These organisations only receive the information necessary to provide their services, must keep it secure, and are not permitted to use it for their own purposes.

Other Circumstances

We may also share information where:

- you have asked us to do so;
- we have your consent where consent is the appropriate legal basis;
- we are required by law or by a court order; or
- it is necessary to establish, exercise or defend legal claims.

We never sell personal information to third parties, and we do not share personal information for marketing purposes.

7. Photographs, Videos and Learning Journals

Photographs and videos play an important role in documenting children's learning, celebrating achievements and communicating with families.

Depending on the permissions you have given, we may use photographs or videos to:

- record and assess your child's learning and development;
- create learning journals and observations;
- share your child's achievements with you;
- support transitions to school or another childcare setting;
- identify your child's belongings or learning spaces where appropriate;
- celebrate nursery activities and special events.

We do not routinely use photographs or videos for promotional purposes, such as on our website, social media, printed publications or marketing materials. Where this may be required in exceptional circumstances we will always ask for your separate consent. Your decision will not affect your child's place at the nursery, and you may withdraw your consent at any time.

We ask parents and visitors to respect the privacy of all children and families when taking photographs or videos during nursery events. Images must not be shared publicly or on social media if they include other children without the appropriate permission.

We regularly review the photographs and videos we hold and will securely delete them when they are no longer required in accordance with our retention procedures.

8. CCTV

Springwood Nursery operates CCTV covering the exterior of the nursery building and surrounding grounds as part of our legitimate interest in maintaining a safe and secure environment for children, families, staff and visitors.

The purposes of our CCTV system include:

- helping to safeguard children, staff and visitors;
- assisting in the prevention and detection of crime or anti-social behaviour;
- protecting the nursery's property and equipment;
- supporting the investigation of incidents where necessary.

Springwood Nursery does not operate CCTV inside nursery rooms.

Access to CCTV recordings is restricted to authorised personnel and will only be shared with the police, insurers or other authorised organisations where this is necessary and lawful.

CCTV recordings are securely stored and are normally retained for 30 days, after which they are automatically deleted unless they are required for an ongoing investigation, safeguarding concern or legal proceedings.

9. How We Keep Your Information Safe

Protecting the personal information entrusted to us is just as important as protecting the wellbeing of the children in our care. We are committed to ensuring that all personal information is handled securely and only accessed by those who need it to carry out their role. Springwood Nursery holds Cyber Essentials certification and maintains appropriate technical and organisational security measures to protect personal information.

To help protect personal information, we:

- only allow authorised members of staff to access personal information relevant to their role;
- provide staff with training on confidentiality, data protection and information security;
- use secure electronic systems with appropriate password protection and access controls;
- store paper records securely and limit access to authorised personnel;
- regularly review the personal information we hold to ensure it remains accurate and up to date;
- securely dispose of confidential information when it is no longer required; and
- carefully select organisations that process information on our behalf and require them to maintain appropriate security standards.
- maintain appropriate technical and organisational security measures



Although we take appropriate technical and organisational measures to protect personal information, no method of storing or transmitting information can ever be guaranteed to be completely secure. We continually review and improve our security arrangements to help safeguard the information entrusted to us.

If we believe that a personal data breach has occurred which is likely to result in a risk to the rights and freedoms of individuals, we will manage the incident in conjunction with our IT service provider and, where required, notify the Information Commissioner's Office (ICO) and any affected individuals.