6.4 Miss B's Nursery's Privacy Policy

Reviewed: June 2026

Next Review Date: September 2027

Table of Contents

1. Introduction....2

2. What Information We Collect....2

Children's Information:....2

Parents/Guardians Information:....2

Staff Information:....2

3. How We Use Personal Data....3

4. Legal Basis for Processing....3

5. Data Sharing....3

6. Data Storage and Security....4

7. CCTV and Surveillance....4

8. Data Retention....5

9. Children's Rights....5

10. Safeguarding Commitment....5

11. Your Rights....6

12. Photographs and Media....6

13. Policy Updates....6

6.4 Miss B's Nursery's Privacy Policy

1. Introduction

At Miss B's Nursery, we are committed to protecting the privacy and personal data of the children in our care, their families, and our staff. This Privacy Policy explains how we collect, use, store, and protect personal information in accordance with applicable data protection laws, including the UK General Data Protection Regulation (UK GDPR).

We operate in line with the **Early Years Foundation Stage (EYFS) Statutory Framework**, ensuring that all personal data is handled in a way that supports children's safety, welfare, and development.

2. What Information We Collect

We may collect and process the following types of personal data:

Children's Information:

- Full name, date of birth, and address
- Medical information (including allergies, dietary needs, and health conditions)
- Emergency contact details
- Development records, observations, and progress reports (in line with EYFS requirements)
- Photographs and videos (with parental consent)

Parents/Guardians Information:

- Names, addresses, phone numbers, and email addresses
- Employment details (where relevant)

6: Complaints, contingencies and other matters

- Payment and billing information

Staff Information:

- Contact details and employment records
- Qualifications and training records
- Background checks (e.g., DBS checks)

---

3. How We Use Personal Data

We use personal information to:

- Provide safe and appropriate childcare in accordance with EYFS safeguarding and welfare requirements
- Maintain children's development and learning records as required by EYFS
- Communicate with parents/guardians
- Ensure health, safety, and well-being
- Safeguard children and fulfil our duty of care
- Comply with legal and regulatory requirements
- Manage payments and nursery administration

---

4. Legal Basis for Processing

We process personal data under the following lawful bases:

- **Consent** (e.g., for photographs and marketing)
- **Legal obligation** (e.g., safeguarding under EYFS and child protection law)
- **Contract** (to provide childcare services)

6: Complaints, contingencies and other matters

- **Vital interests** (to protect a child's health, safety, and well-being)

5. Data Sharing

We may share personal information with:

- Local authorities and regulatory bodies (e.g., Ofsted), in line with EYFS requirements
- Safeguarding partners, including social services, where there are child protection concerns
- Health professionals (where necessary for child welfare)
- Emergency services
- Third-party service providers (e.g., payment processors), where appropriate

Information will be shared in accordance with safeguarding responsibilities and data protection law. We will never sell personal data to third parties.

6. Data Storage and Security

We take appropriate measures to protect personal data, including:

- Secure storage systems (physical and digital)
- Restricted access to authorised personnel only
- Staff training on data protection, confidentiality, and safeguarding
- Compliance with EYFS requirements for information security and record keeping

6: Complaints, contingencies and other matters

7. CCTV and Surveillance

Miss B's Nursery uses CCTV systems to support the safety and safeguarding of children, staff, and visitors on the premises.

- CCTV is used **solely for safeguarding, security, and safety purposes**
- All CCTV systems operate with **end-to-end encryption** to ensure data is securely transmitted and stored
- Access to CCTV footage is strictly limited to authorised personnel only
- CCTV footage is retained for a maximum of **180 days**, after which it is securely deleted unless required for an ongoing investigation
- Signage is displayed on site to inform individuals that CCTV is in operation

For further details on how CCTV is used and managed, please refer to our separate **CCTV Policy**.

8. Data Retention

We only keep personal data for as long as necessary to fulfil its purpose or meet legal and EYFS requirements. Retention periods are based on statutory guidance and best practice, including safeguarding record retention guidance.

9. Children's Rights

We recognise and uphold children's rights in line with the **United Nations Convention on the Rights of the Child (UNCRC)**, including:

- **Article 3** – The best interests of the child must be a primary consideration
- **Article 12** – Children have the right to be heard and have their views respected
- **Article 16** – Children have the right to privacy

6: Complaints, contingencies and other matters

We ensure that personal data is handled in a way that respects children's dignity, privacy, and individual rights at all times.

10. Safeguarding Commitment

Safeguarding is at the heart of everything we do. We operate in line with:

- The **EYFS Safeguarding and Welfare Requirements**
- The statutory guidance **Working Together to Safeguard Children**
- The **Children Act 1989 and 2004**

We have a duty to share information where there are concerns about a child's safety or wellbeing. Information sharing will always be lawful, proportionate, and in the best interests of the child.

For more information, please refer to our **Safeguarding and Child Protection Policy**.

11. Your Rights

Under data protection law, you have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request deletion of data (where applicable)
- Restrict or object to processing
- Withdraw consent at any time

To exercise these rights, please contact us using the details below.

6: Complaints, contingencies and other matters

12. Photographs and Media

We may take photographs or videos of children for educational records or promotional purposes. We will always obtain written consent from parents or guardians before using such images externally, in line with EYFS guidance and children's rights to privacy.

13. Policy Updates

We may update this Privacy Policy from time to time. Any changes will be communicated to parents and made available upon request.