

THIS POLICY WILL BE REVIEWED ANNUALLY					
Created:	April 2018	By:	Rosemary Kosta	Notes:	
Latest Review:	July 2026	By:	Rosemary Kosta	Notes:	
Next Review:	July 2027	By:	Rosemary Kosta	Notes:	

At Little Rosie's, we are committed to protecting the privacy, confidentiality, and security of personal information relating to children, families, staff, students, and visitors.

We collect, store, use, and share personal information only where necessary to provide childcare, meet legal obligations, safeguard children, and manage the operation of the nursery.

This policy is implemented in accordance with:

- **UK General Data Protection Regulation (UK GDPR)**
- **Data Protection Act 2018**
- **EYFS Early Years Foundation Stage (EYFS) Statutory Framework for Group and School-Based Providers – effective from 1 September 2026.**
- **Human Rights Act 1998**
- **Freedom of Information legislation (where applicable)**
- **ICO (Information Commissioner's Office) guidance**

Aims

We aim to:

- Protect personal information and maintain confidentiality.
- Ensure data is processed lawfully, fairly, and transparently.
- Keep information accurate, secure, and up to date.
- Respect the rights of individuals regarding their personal data.
- Ensure all staff understand their data protection responsibilities.

Data Protection Principles

Little Rosie's will ensure that personal data is:

- Processed lawfully, fairly, and transparently.
- Collected for specified and legitimate purposes.
- Adequate, relevant, and limited to what is necessary.
- Accurate and kept up to date.
- Retained only for as long as necessary.
- Stored securely and protected against unauthorised access, loss, or misuse.
- Processed in accordance with the rights of individuals.

Personal Information We Hold

We may collect and process information relating to:

Children

- Personal and contact details
- Attendance records
- Learning and development records
- Medical information and healthcare plans
- SEND records and assessments
- Safeguarding and welfare records
- Accident and incident records
- Funding information

Parents and Carers

- Contact information
- Emergency contacts
- Funding and eligibility information

- Information required to support the child's care and welfare

Staff, Students and Volunteers

- Recruitment and employment records
- Qualifications and training records
- Payroll and pension information
- DBS and suitability information
- Health information where required by law

Further details are provided within the nursery's Privacy Notices.

Special Category Data

Some information requires additional protection, including:

- Health information
- SEND records
- Safeguarding records
- Ethnicity and nationality information where required
- Information relating to a child's welfare and protection

This information is only processed where there is a lawful basis to do so.

Lawful Basis for Processing

Little Rosie's processes personal data under one or more of the following lawful bases:

- Consent
- Contractual necessity
- Legal obligation
- Vital interests
- Public task
- Legitimate interests

Where consent is required, it may be withdrawn at any time unless another lawful basis applies.

Storage and Security

We take appropriate measures to protect personal information.

- Paper records are stored in locked cabinets within secure areas.
- Electronic records are password protected and securely stored.
- Access is restricted to authorised personnel.
- Confidential information is only shared on a need-to-know basis.
- Staff receive data protection training and guidance.

The nursery maintains appropriate cyber security and information security measures.

Information Sharing

Information may be shared where necessary with:

- Local Authorities
- Schools and educational settings
- Health professionals
- SEND support services
- Children's Services
- Safeguarding partners
- Regulatory bodies including Ofsted

Information will only be shared where there is a lawful basis to do so and, where appropriate, parental consent has been obtained.

Where safeguarding concerns exist, information may be shared without consent if necessary to protect a child.

Subject Access Requests

Individuals have the right to request access to personal information held about them.

Requests should be made in writing to the Nursery Manager.

The nursery will respond within the statutory timescales set out by UK GDPR.

Information relating to third parties may be redacted where appropriate.

Individual Rights

Subject to legal limitations, individuals may have the right to:

- Access their personal information.
- Request correction of inaccurate information.
- Request restriction of processing.
- Object to certain processing activities.
- Request deletion of personal information where appropriate.
- Withdraw consent where consent is the lawful basis for processing.

Some rights may be restricted where the nursery has a legal obligation to retain records.

Data Retention

Personal information is retained in accordance with legal, regulatory, safeguarding, and operational requirements.

Examples include:

- Children's records – retained in accordance with statutory guidance.
- Safeguarding records – retained in line with local safeguarding requirements.
- Staff records – retained in accordance with employment and HMRC requirements.
- Financial records – retained in accordance with accounting and tax legislation.

Detailed retention periods are maintained within the nursery's Record Retention Schedule.

Data Breaches

Any actual or suspected data breach will be:

- Reported immediately to the Nursery Manager.
- Investigated promptly.
- Recorded appropriately.
- Reported to the Information Commissioner's Office (ICO) where required.
- Communicated to affected individuals where legally necessary.

Information Commissioner's Office (ICO)

Little Rosie's is registered with the Information Commissioner's Office (ICO) and complies with its requirements.

Individuals who are dissatisfied with how their personal information has been handled have the right to complain to the ICO.

Information Commissioner's Office (ICO)

[Information Commissioner's Office \(ICO\)](#)

Telephone: 0303 123 1113

Monitoring and Review

The Nursery Manager is responsible for overseeing compliance with data protection requirements.

This policy will be reviewed annually or sooner if legislation, guidance, or nursery procedures change.