GDPR Notice

Woodlands Day Nursery

Woodlands Day Nursery (the Nursery) is committed to protecting personal data and handling it in line with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and other relevant data protection legislation.

Woodlands Day Nursery is registered with the Information Commissioner's Office (ICO) as a data controller (or will register where required).

What is this GDPR Notice for?

This GDPR Notice explains how Woodlands Day Nursery uses ("processes") personal data about individuals including: current, past, and prospective children, and their parents/carers/guardians and emergency contacts.

Data protection law gives individuals rights to understand how their personal data is used. We encourage staff and parents/carers to read this notice alongside our policies and procedures.

Responsibility for data protection

The Nursery Manager/Owner has overall responsibility for ensuring the Nursery complies with data protection obligations, including how personal data is collected, stored, used, and shared.

Our Data Protection Officer (DPO) is: Emma Beamon
To make a data request or raise a concern, please contact: **office@woodlandschildcare.co.uk** (or write to **Woodlands Day Nursery, Weber Road, Greenham Business Park, Newbury, Berkshire RG19 6HW.**

Why do we need to process personal data?

To care for children safely and effectively, and to run the Nursery day-to-day, we need to process a range of personal data about children and their parents/carers/emergency contacts.

Some processing is necessary:

- to meet **legal obligations** (e.g., safeguarding, health and safety, statutory reporting),
- to fulfil our **contract** with parents/carers (providing childcare and early years education),
- for the Nursery's **legitimate interests** (e.g., running the setting safely and efficiently),
- and in some cases based on **consent** (e.g., certain marketing use of photographs).

What personal data do we process?

Woodlands Day Nursery may collect and process personal information including (but not limited to):

- **Child details**: name, date of birth, address, start/leave dates, attendance
- **Parent/carer & emergency contact details**: names, addresses, telephone numbers, email addresses, relationship to child
- **Medical and dietary information**: allergies, dietary requirements, medication needs, healthcare plans, immunisation information where provided
- **Additional needs/SEND information** where relevant to support the child appropriately
- **Safeguarding and welfare information** where required
- **Learning and development information**: observations, assessments, learning journals, next steps
- **Accidents/incident records** and any information needed to keep children safe in our care
- **Funding information**: details required to claim early years funding from local authorities (where applicable)
- **Payment information**: invoicing details and information relating to payment methods (e.g., vouchers/tax-free childcare) where used
- **Photographs/videos** taken for learning records and internal displays, and (only with specific consent) for website/social media/marketing

We may also record day-to-day care information such as sleep times, nappy changes/toileting, meals, and activities.

How is personal data collected?

In most cases, parents/carers provide information when:

- making an enquiry,
- registering their child,
- completing care plan forms,
- updating information during the child's time with us.

We ask parents/carers to keep information up to date and to validate key details at least annually (or sooner if anything changes).

In some cases, we may receive personal data from third parties (for example, previous settings, health professionals, or local authorities), where lawful and appropriate.

Who has access to the data and who do we share it with?

Nursery staff who provide care and education for your child will have access to relevant information on a need-to-know basis.

We may share personal information with appropriate third parties, where lawful and necessary, including:

- **Schools and other early years settings** (e.g., transitions)
- **Local Authorities** (e.g., early years funding, safeguarding, statutory functions)
- **Health and medical professionals** (e.g., GP/health visitor in relevant circumstances)
- Ofsted and other regulators/inspectors
- **Hospitals/medical services** in the event of an emergency
- **Legal advisers/courts** where required by law
- **Service providers** who process data on our behalf (e.g., childcare management systems, nursery apps, IT providers)

Where we use third-party processors (such as IT systems), we ensure appropriate contracts are in place so that data is kept secure and processed only according to our instructions.

How long do we keep personal data?

Woodlands Day Nursery retains personal data securely and only for as long as necessary for a lawful purpose. Our typical retention periods are:

- Accident and Incident Forms – **22 years**
- RIDDOR forms – **22 years**
- Early Years Education Funding Forms – **7 years**
- Complaints Records – **3 years**
- Children's registration forms and care plan information – **2 years from leave date**
- Medicine forms – **2 years from leave date**
- Allergy forms – **2 years from leave date**
- Children's registers/attendance records – **2 years**
- Nappy charts/toileting records – **1 year**
- Sleep charts – **1 month**
- Sun Cream consent forms – **1 month**
- New parent enquiry information – **1 year**

If you have questions about retention or wish to request erasure of personal data you believe is no longer relevant, please contact the DPO. Please note we may have lawful reasons to retain certain information even after such a request (for example, safeguarding, legal or regulatory obligations).

Your rights

Individuals have rights under data protection law, including the right to:

- access personal data we hold about you/your child,
- request correction of inaccurate data,
- request deletion in certain circumstances,
- object to certain processing,
- request restriction of processing in certain circumstances,
- request data portability (where applicable),
- withdraw consent (where processing is based on consent).

Requests should be made in writing to the DPO using the contact details above. We will respond as soon as reasonably practicable and within statutory time limits (usually **one month** for subject access requests).

Please note: the right of access is limited to your own personal data. Some information may be exempt, including information that identifies other individuals or information subject to legal privilege.

Updates to this notice

This GDPR Notice may be updated from time to time. The most up-to-date version will be available via the key policy section of our website.
https://www.woodlandschildcare.co.uk/information