



Privacy Notice

St Margaret Clitherow Nursery is committed to protecting the privacy and security of personal information about children, parents, carers, staff, and visitors.

We collect and use personal data in accordance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

1. The Information We Collect

We may collect and process the following personal information:

- **Children:** name, date of birth, address, medical details, dietary needs, photographs, learning and development records.
- **Parents/carers:** names, contact details, relationship to the child, emergency contacts, and funding eligibility.
- **Staff and volunteers:** contact details, employment history, qualifications, and DBS information.

2. Why We Collect and Use Personal Data

We use this information to:

- Support children's learning and development.
- Monitor and report on children's progress.
- Provide appropriate pastoral care and safeguarding.
- Meet statutory requirements set by the EYFS, Ofsted, and local authorities.
- Administer funding, admissions, and nursery operations.

3. The Lawful Basis for Processing

We process personal data under the following lawful bases (as defined by Article 6 of the UK GDPR):

- **Legal obligation** – to comply with the EYFS and safeguarding regulations.
- **Public task** – to provide early years education and care.
- **Consent** – for specific purposes such as photographs or marketing materials.
- **Contract** – to manage staff employment.

4. Data Sharing

We may share information with:

- **Ofsted** and local authorities.
- **Schools** children move on to.
- **Health visitors, SEN professionals**, and other agencies involved in a child's care.
- We will not share personal data with any third party without consent unless the law allows or requires us to do so.

5. Data Storage and Retention

Personal data is stored securely on-site and/or electronically.

We retain information only for as long as necessary in line with our **Data Retention Policy**, after which it is securely deleted or destroyed.

6. Your Rights

Under the UK GDPR, you have the right to:

- Request access to the personal data we hold.
- Request correction or deletion of your data.
- Object to or restrict processing.
- Withdraw consent at any time (where applicable).
- Complain to the **Information Commissioner's Office (ICO)** if you believe your data has been misused: www.ico.org.uk / 0303 123 1113.

7. Contact Us

If you have any questions about how we use your data, please contact:

Data Protection Lead: Mrs A. Mulholland

Email: head@smc-bracknell.com

Address: St Margaret Clitherow Nursery, Pembroke, Hanworth, Bracknell, RG12 7RD

Telephone: 01344 424030

8. Updates to This Notice

We may update this notice periodically. The most recent version will always be available on our website and at the nursery.