



HAPPY FEET
Nursery & Pre-School

Privacy Notice for Parents and Carers

For parents and carers

Happy Feet Nursery & Pre-School is committed to protecting the privacy and personal information of children, parents, carers, and families. We collect, store, and use personal data responsibly, fairly, and securely in line with data protection legislation.

Who we are

Happy Feet Nursery & Pre-School is the data controller for the personal information we hold. The Nursery Manager acts as the Data Protection Lead.

What information we collect

We may collect and hold personal information including:

- Child details (name, date of birth, address)
- Parent/carer contact details
- Emergency contact information
- Medical, dietary, and care information
- Attendance records
- Learning and development records
- Photographs and videos (with parental consent)
- Funding and payment information where applicable

Why we collect this information

We collect personal data to:

- Keep children safe and well
- Meet our legal and safeguarding duties under the Early Years Foundation Stage (EYFS)
- Support children's learning and development
- Communicate effectively with parents and carers
- Administer funded childcare and nursery services
- Meet regulatory and inspection requirements

Lawful basis for processing

We process personal data under the lawful bases set out in UK GDPR, including:

- Legal obligation
- Vital interests
- Public task
- Contract
- Consent (for example, photographs or sharing information with external professionals)

How we store information

- Paper records are stored securely in locked cabinets
- Digital records are stored on password-protected systems
- Access is restricted to authorised staff only
- Nursery-approved devices and systems are used

Sharing information

We may share information where necessary with:

- Health professionals
- Local Authority services
- Safeguarding and child protection agencies
- Ofsted and other regulatory bodies

Information is only shared where there is a lawful reason and confidentiality is maintained at all times.

Funded childcare administration

We use an online system called Funding Loop to manage funded childcare entitlements and submit required information to the Local Authority. Funding Loop processes personal data on our behalf in accordance with data protection law. Information is shared securely and only for the purposes of administering early years funding.

Safeguarding exception

We may share relevant information without parental consent if:

- It is required by law
- There are safeguarding or child protection concerns
- It is necessary to protect a child's welfare or safety

How long we keep information

Personal data is retained in line with statutory requirements, including:

- Children's records retained for at least 3 years after leaving
- Accident and incident records retained for 3 years

Data is securely destroyed when no longer required.

Your rights

Parents and carers have the right to:

- Access personal data held about them or their child
- Request correction of inaccurate information
- Request deletion of data where legally permitted
- Restrict or object to certain processing

- Raise concerns with the Information Commissioner's Office (ICO)

Requests should be made in writing and will be responded to within one month.

Further information

This notice explains how we use personal data. A full copy of our Confidentiality & Data Protection (GDPR) Policy is available on request from the Nursery Manager.

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