HAPPY FEET
Nursery & Pre-School

Confidentiality & Data Protection (GDPR) 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 and Owner oversee data protection compliance.

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 where appropriate and in accordance with our procedures, permissions and lawful basis

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 where consent is the appropriate lawful basis

We do not rely on consent where another lawful basis applies, including where information must be used or shared to meet legal, safeguarding or regulatory duties.

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 only as much information as is reasonably necessary for the purpose.

Parental consent is not always required. Relevant information may be shared without consent where this is lawful and necessary, including to safeguard or protect a child.

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.

How long we keep information

Personal information is retained only for as long as necessary and in accordance with statutory requirements and the nursery's record-retention arrangements. Different types of records may have different retention periods.

Records will not be destroyed where they are required for an ongoing safeguarding matter, complaint, investigation, legal requirement or other legitimate purpose.

Data is securely destroyed when no longer required.

Your rights

Parents and carers may 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 to access personal information, including Subject Access Requests (SARs), may be made verbally or in writing. We will respond without undue delay and normally within one month, subject to the rules that apply to the particular request. Where permitted by law, we may ask for reasonable clarification or evidence of identity and will carry out a reasonable and proportionate search for relevant personal information.

Data protection complaints

If you are concerned about how Happy Feet has used or handled personal information, you can raise a data protection complaint with the Nursery Manager or Owner. We will provide a clear route for complaints, acknowledge a data protection complaint within 30 days, take appropriate steps to investigate it, keep you

informed where appropriate, and communicate the outcome without undue delay. You also have the right to raise a concern with the Information Commissioner's Office (ICO).

Personal data breaches

Any actual or suspected loss, unauthorised disclosure, inappropriate access or other personal data breach is taken seriously and managed in accordance with our data protection procedures. Where required by law, the nursery will notify the ICO and/or affected individuals**.**

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.

Effective from: September 2026 | Review cycle: Annual or sooner if legislation or statutory guidance changes.