

Innsworth Preschool Privacy Notice for Parents and Children

Last Updated: 1st January 2026

1. Our Commitment to Your Privacy

Innsworth Preschool is committed to protecting the privacy and security of the personal data we process. This Privacy Notice explains how we collect, use, and share personal data about you and your child to meet our legal obligations and provide the highest standard of childcare.

Who We Are (The Data Controller): Innsworth Preschool, Luke Lane, Innsworth, Gloucester, GL3 1HJ

Data Protection Lead: Email: data@innsworthpreschool.co.uk

2. The Personal Data We Collect and Process

We collect and process a range of personal data to fulfil our duties as an early years provider. This includes:

Child's Personal Data: Full name, date of birth, home address, developmental records, attendance information, photographs/videos (for learning journals), and safeguarding records.

Special Category Data (Child): Information about your child's health, including allergies, dietary requirements, immunisation status, medical conditions, accident records, temperature/wellness check records, and details of any special educational needs or disabilities (SEND).

Parent/Carer Personal Data: Full names, addresses, contact telephone numbers, email addresses, and details required for government funding claims (including National Insurance numbers and dates of birth).

Emergency Contact Data: Names, relationships to the child, and contact telephone numbers for authorised collectors and emergency contacts.

CCTV Data: Images of staff, children, and visitors captured by our site security cameras.

Consequences of Failure to Provide Data: If you do not provide required information (e.g., funding codes, emergency contacts, or health data), we may be unable to offer a place, meet your child's health and safety needs, or process your funded entitlement.

3. Our Lawful Basis for Using Your Data

We only process personal data where we have a lawful basis to do so.

Purposes and Lawful Bases:

- **Providing Childcare and Learning Journals:** Contract and/or Legal Obligation (EYFS).
- **Fees, Invoicing, and Debt Recovery:** Contract and Legitimate Interests.
- **Safeguarding and Child Protection:** Legal Obligation and Vital Interests (in emergencies).
- **CCTV and Site Security:** Legitimate Interests.
- **Photographs for Marketing:** Consent.

Special Category Data (Article 9 Conditions): Where we process special category data (e.g., health, SEND, or safeguarding information), we rely on an additional lawful condition under Article 9 of the UK GDPR and Schedule 1 of the Data Protection Act 2018. These are typically:

- **Substantial Public Interest:** Specifically for the safeguarding of children and individuals at risk.
- **Vital Interests:** To protect a life in a medical emergency.
- **Social Protection:** To meet obligations regarding health and safety or statutory funding.

4. How We Use Your Personal Data

Your data is used to:

- Support your child's learning and development.
- Manage their health, safety, and welfare (including allergen management and wellness checks).
- Administer fees, invoicing, and government funding claims.
- Maintain accurate records as required by law.
- Communicate with you effectively.
- Meet all our legal and statutory safeguarding duties.
- Ensure the security of the premises (CCTV).
- **Photographs/Videos:**
 - **Learning Journals:** Processed under Contract/Legal Obligation.
 - **Internal Training:** Processed under Legitimate Interests (to improve staff quality).
 - **Marketing/Social Media:** Processed only with your explicit Consent.

5. Who We Share Your Data With

Our primary duty is to safeguard your child.

Statutory Sharing: We share data where required by law, to prevent or detect crime, or to protect individuals. This includes sharing with:

- **Children's Social Care:** (Gloucestershire County Council).
- **The Police:** For crime prevention or safeguarding.
- **The Local Authority Designated Officer (LADO):** For allegations against staff.
- **Ofsted:** As our regulator.
- **UK Health Security Agency (UKHSA):** And local public health teams for infection prevention and control.

Operational Sharing:

- **Funding:** Gloucestershire County Council (Early Years Funding Team) and relevant DfE systems used for eligibility checking and audits.
- **Schools:** We share relevant transition information with the receiving primary school to support your child's move, under Legitimate Interests and/or with your agreement.
- **Software Providers:** We use secure, GDPR compliant platforms for learning journals (e.g., Tapestry) and management systems.
- **Debt Collection:** We share only the minimum necessary data with third party debt collection agencies or legal advisors to recover outstanding fees, and normally only after reasonable steps to resolve arrears directly with you.

- **AI Tools:** Staff are not permitted to input personal data into public/open AI tools. Any AI enabled supplier we use must be under contract with appropriate data protection terms.

International Transfers: We do not normally transfer personal data outside the UK. Where we use suppliers (e.g., cloud software) that process data outside the UK, we ensure protection via UK adequacy regulations or appropriate safeguards (such as the International Data Transfer Agreement).

6. Data Security and Retention

We have robust security measures in place to protect your data.

CCTV:

- **Purpose:** Site safety and crime prevention.
- **Access:** Restricted to the Manager and DSL.
- **Retention:** Footage is retained for a maximum of 28 days (unless required for an investigation) before automatic deletion.
- **Transparency:** Clear signage is displayed, and a separate CCTV Policy is available.

Statutory Retention: We retain records in line with statutory requirements, our insurer's terms, and our Records Retention Schedule. Key examples include:

- **Accident and Injury Records:** Retained in line with limitation periods and insurer requirements (commonly until the child is 21 years and 3 months).
- **Safeguarding Records:** Retained in line with safeguarding record retention guidance (commonly until the child reaches age 25).
- **Financial Records:** Retained for 6 years after the end of the financial year.

7. Your Data Protection Rights

Under UK GDPR, you have several rights regarding your personal data:

- **Right of Access:** You can request a copy of the data we hold (Subject Access Request).
- **Right to Rectification:** You can ask us to correct inaccurate information.
- **Right to Erasure:** You can ask us to delete data, though this is **not absolute** (e.g., we cannot delete statutory accident records).
- **Right to Restrict Processing:** You can ask us to pause processing while accuracy is contested.
- **Right to Object:** You can object to processing based on "legitimate interests" (e.g., CCTV).
- **Right to Data Portability:** You can request a transfer of automated data you provided to us.
- **Automated Decision Making:** We do not use automated decision making or profiling that produces legal or similarly significant effects for you or your child.
- **Withdrawing Consent:** If we rely on consent (e.g., for marketing photos), you may withdraw it at any time.

8. Concerns and Complaints

Contact Us: If you have any concerns about how we handle your data, please speak to our **Data Protection Lead** first so we can resolve the issue.

Information Commissioner's Office (ICO): If you remain dissatisfied, you have the right to complain to the ICO.

- **Website:** www.ico.org.uk