

Innsworth Preschool Privacy Notice for Parents and Children

Last Updated: June 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, store, and share personal data about you and your child in order to meet our legal obligations, protect children's welfare, and provide childcare and early education.

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 personal data that is necessary for us to provide childcare, meet legal and safeguarding duties, manage our setting, and communicate properly with families.

This may include:

Child's Personal Data:

Full name, date of birth, home address, attendance records, developmental records, learning journal entries, photographs and videos used for learning records, and safeguarding records.

Special Category Data (Child):

Information about your child's health, allergies, dietary needs, medical conditions, medication, accident and incident records, SEND information, and any other information needed to support your child safely and appropriately.

Parent / Carer Personal Data:

Names, addresses, telephone numbers, email addresses, dates of birth, funding information, National Insurance numbers, and other details needed for admissions, invoicing, funding claims, and contact purposes.

Emergency Contact Data:

Names, relationships, telephone numbers, collection permissions, and any other information needed for emergency or collection arrangements.

CCTV Data:

Images of staff, children, parents, carers, visitors, and contractors captured by the preschool's CCTV system for safety and security purposes.

Consequences of Failure to Provide Data:

If required information is not provided, for example emergency contacts, medical information, court orders, safeguarding information, or funding details, we may be unable to offer or continue a place, meet your child's health and safety needs, or process funded entitlement correctly.

3. Our Lawful Basis for Using Your Data

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

Depending on the purpose, we may rely on one or more of the following lawful bases:

- **Contract** – where processing is necessary for our childcare agreement with you
- **Legal Obligation** – where processing is necessary for us to comply with the law, including EYFS, safeguarding, health and safety, and funding requirements
- **Legitimate Interests** – where processing is necessary for the safe, lawful, and efficient operation of the setting, and those interests are not overridden by your rights
- **Vital Interests** – in limited emergency situations where processing is necessary to protect life
- **Consent** – where we ask for your clear permission, for example for marketing or promotional images

Examples of how we apply these lawful bases include:

- **Providing childcare, education, and maintaining records:** Contract and / or Legal Obligation
- **Learning journals and observations:** Contract, Legal Obligation, and where appropriate Legitimate Interests
- **Fees, invoicing, and debt recovery:** Contract and Legitimate Interests
- **Safeguarding and child protection:** Legal Obligation and, where relevant, Vital Interests
- **CCTV and site security:** Legitimate Interests
- **Marketing and promotional photographs / videos:** Consent

Special Category Data

Where we process special category data, such as health, SEND, safeguarding, or other sensitive information, we rely on both a lawful basis under Article 6 UK GDPR and an additional condition under Article 9 UK GDPR and Schedule 1 of the Data Protection Act 2018 where required.

These may include:

- **Health or social care / social protection**
- **Substantial public interest**, including safeguarding children and individuals at risk
- **Vital interests**, where necessary to protect life in an emergency

4. How We Use Your Personal Data

We use personal data to:

- support your child's learning, development, and wellbeing
- provide safe and appropriate care
- manage allergies, health needs, medical incidents, and welfare concerns
- administer admissions, attendance, funding claims, fees, and invoices
- communicate with parents, carers, and emergency contacts
- keep records required by law and by good practice

- meet safeguarding, welfare, health and safety, and regulatory obligations
- support transitions to school or other settings where appropriate
- ensure the safety and security of the setting, including through CCTV

Photographs and Videos

We may use photographs and videos for different purposes, including:

- **Learning journals and child records**
- **Internal training or quality assurance**, where appropriate and justified
- **Marketing, website, and social media use**, but only where valid consent has been given

5. Who We Share Your Data With

We only share personal data where necessary, lawful, and proportionate.

This may include sharing with:

- **Children's Social Care**
- **The Police**
- **The Local Authority Designated Officer (LADO)**
- **Ofsted**
- **UK Health Security Agency (UKHSA)** and relevant public health teams
- **Gloucestershire County Council**, including the Early Years Funding Team
- **Department for Education systems** used for funding checks, validation, and audit purposes
- **Receiving schools or other settings**, where relevant to support transition
- **Software providers**, such as secure learning journal or management systems
- **Professional advisers or debt recovery agents**, where necessary to recover unpaid fees or obtain legal advice
- **Other agencies or professionals**, where required for safeguarding, child welfare, health, or legal reasons

We do not sell personal data.

AI Tools

Staff must not input personal data into public or open AI tools. Any AI-enabled supplier used by the preschool must be subject to appropriate contractual and data protection safeguards.

International Transfers

We do not normally transfer personal data outside the UK. If any supplier processes data outside the UK, we will ensure that appropriate safeguards are in place, such as adequacy regulations or approved transfer mechanisms.

6. Data Security and Retention

We take appropriate technical and organisational measures to protect personal data from loss, misuse, unauthorised access, disclosure, or destruction.

CCTV

- **Purpose:** Site safety, security, and crime prevention
- **Access:** Restricted to authorised senior staff only

- **Retention:** CCTV footage is kept only for as long as necessary for the purpose for which it was collected. CCTV footage may automatically overwrite after approximately 7 days because the system operates on a 7-day cycle, unless footage is externally backed up in time after notice of a specific incident, safeguarding concern, police request, insurance matter, complaint, or legal purpose.
- **Transparency:** Clear signage is displayed and a separate CCTV Policy is available

Retention of Other Records

We retain records in line with legal requirements, insurance requirements, safeguarding expectations, and our Records Retention Schedule.

Examples may include:

- **Accident and injury records:** retained in line with insurer and limitation requirements
- **Safeguarding records:** retained in line with safeguarding guidance and need
- **Financial records:** retained in line with tax and accounting requirements
- **Child records and operational records:** retained only for as long as necessary and lawful

7. Your Data Protection Rights

Under UK GDPR, you have rights in relation to your personal data. These include:

- the **right to be informed**
- the **right of access**
- the **right to rectification**
- the **right to erasure**, in limited circumstances
- the **right to restrict processing**
- the **right to object**, particularly where we rely on Legitimate Interests
- the **right to data portability**, where applicable
- the **right not to be subject to solely automated decision-making** producing legal or similarly significant effects

These rights are not absolute and may be limited where we have legal duties to retain or continue using certain information.

Withdrawing Consent

Where we rely on consent, such as for marketing photographs, you may withdraw that consent at any time. Withdrawal will not affect processing already carried out before consent was withdrawn.

8. Concerns and Complaints

If you have any questions or concerns about how we handle personal data, please contact our Data Protection Lead first so we can try to resolve the issue.

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

ICO website: www.ico.org.uk