

# GDPR Privacy Notice

## Purpose

EDG Nursery is committed to protecting the privacy and security of the personal information we hold about children, families, staff, students, volunteers and visitors. This Privacy Notice explains what information we collect, why we collect it, how we use it, who we may share it with and the rights individuals have regarding their personal information.

EDG Nursery processes personal information in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

## Information We Collect

### Information About Children

We may collect and store information including:

- full name
- date of birth
- home address
- attendance records
- emergency contact details
- medical information
- dietary requirements
- allergy information
- SEND information
- learning and development records
- photographs and videos (where consent has been provided)
- safeguarding and welfare information where applicable

### Information About Staff, Students and Volunteers

We may collect and store information including:

- contact details
- employment records
- qualifications
- training records
- payroll information
- DBS information
- attendance records
- supervision and appraisal records



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**EAST DULWICH GROVE NURSERY LIMITED**

31 East Dulwich Grove, Dulwich, SE22 8PW

Email: [management@edgnursery.co.uk](mailto:management@edgnursery.co.uk)

Website: [www.edgnursery.co.uk](http://www.edgnursery.co.uk)

Tel: 02082999518/02086931504

## Why We Collect Information

EDG Nursery collects personal information to:

- provide safe and effective childcare
- meet children's care and learning needs
- comply with safeguarding requirements
- maintain accurate records
- communicate with families
- administer nursery places
- process funding claims
- meet legal and regulatory obligations
- support children's development and wellbeing
- manage staff employment and training

## Lawful Basis for Processing

EDG Nursery processes personal information in accordance with UK GDPR and the Data Protection Act 2018.

Personal information may be processed because:

- it is necessary to fulfil our contractual obligations
- we have a legal obligation to do so
- it is necessary to protect the vital interests of a child
- it is required for safeguarding purposes
- consent has been provided where required

## Sharing Information

The nursery will only share information where there is a lawful reason to do so.

Information may be shared with:

- Ofsted
- Local Authorities
- Schools
- Health professionals
- Children's Social Care
- Early Help services
- Safeguarding agencies
- Funding providers
- Regulatory bodies

Information will only be shared where necessary and in accordance with legal and safeguarding requirements.

## Safeguarding Information

The welfare of children is paramount.

Where safeguarding concerns arise, the nursery may share information without parental consent if doing so is necessary to protect a child or comply with safeguarding duties.

Any information sharing will be carried out in accordance with safeguarding legislation and local safeguarding procedures.

Early Years Registration Number EY489739

## Photographs and Videos

The nursery may use photographs or videos for:

- observations and assessments
- learning journals
- displays within the nursery
- newsletters
- nursery communication platforms

Photographs will only be used in accordance with the permissions provided by parents or carers.

Parents may withdraw consent at any time by contacting the nursery.

## How Information is Stored

The nursery stores information securely using:

- locked filing systems
- password-protected electronic systems
- secure nursery management software
- restricted access procedures

Only authorised individuals will have access to personal information relevant to their role.

## How Long Information is Kept

Records are retained in accordance with the nursery's Record Retention Policy.

Information will only be kept for as long as necessary to:

- meet legal requirements
- support safeguarding responsibilities
- fulfil operational needs

When records are no longer required, they will be securely destroyed.

## Individual Rights

Under UK GDPR, individuals have the right to:

- access their personal information
- request correction of inaccurate information
- request restriction of processing in certain circumstances
- object to processing in certain circumstances
- request deletion of information where appropriate
- withdraw consent where consent is the lawful basis for processing
- make a complaint regarding how information is handled

Some rights may be limited where the nursery has a legal or safeguarding obligation to retain information.



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## Complaints

If you have concerns about how your information is being used, please contact the Nursery Manager in the first instance.

If concerns cannot be resolved, individuals have the right to contact the Information Commissioner's Office (ICO).

Information Commissioner's Office (ICO)

Website: [www.ico.org.uk](http://www.ico.org.uk)

Telephone: 0303 123 1113

### Contact Details

For questions regarding this Privacy Notice or data protection matters, please contact the nursery management team.