

Petworth Primary Nursery

Privacy Notice



Reviewed:	October 2026
Next Review:	October 2028
Person Responsible:	John Galvin

Inspire, nurture and challenge with JOY at the heart in all we do.

For Petworth Primary Nursery, Parent/Carer and Child Data

This Privacy Notice forms part of Petworth Primary Nursery ("Petworth Primary Nursery", "we", "our") Data Protection Policy and relates to personal information we have collected, or will collect, about parents/carers ("you") and children in order to provide our services.

Petworth Primary Nursery promises to keep your data safe, private and to only use your personal information to manage your account and provide tailored care to your child.

Your privacy is protected by law under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. These laws state that we are only allowed to use personal information where we have a lawful basis to do so.

The lawful bases we rely on include:

- To fulfil a contract we have with you
- When it is necessary to comply with a legal obligation
- When it is in our legitimate interests
- When you have given consent

In most cases, we rely on contract, legal obligation, legitimate interests, and consent (for example, for photographs).

Categories of child information that we collect, hold and share include:

- Personal information and contact details (such as name, date of birth and address)
- Characteristics (such as ethnicity, language, nationality, country of birth)
- Attendance information (such as sessions attended, absences and absence reasons)
- Assessment information (such as development records, progress reports and observations)
- Medical information (such as medications required, allergies or dietary needs)
- Safeguarding information (such as court orders and professional involvement)
- Special educational needs information (including SEND needs and support requirements)

Categories of parent/carers information we collect, hold and share include:

- Personal information (such as name, address and contact details)
- Family information (such as parent/carers relationship details)
- Financial information (including funding entitlement and invoicing details)

Why we collect and use this information

We use child data to:

- keep children safe
- Support learning and monitor progress
- Provide appropriate care
- Assess the quality of our services

- Comply with legal obligations, including safeguarding and data sharing requirements

We use parent/carers data to:

- support a child's care
- identify parents/carers when collecting children
- maintain communication with you
- manage financial matters such as invoicing and payments
- assess the quality of our services
- comply with legal obligations

We may contact you via email, phone or via the ParentZone system to provide updates, share information about your child, and issue invoices.

How we collect child and parent/carers information

Data is usually collected through registration forms, contracts, and onboarding documentation when your child starts at Petworth Primary Nursery. Some information is mandatory, while other information is optional and provided to help improve the care we provide. We will make it clear when information is required and when it is optional.

Photographs of children

When registering, you may be asked to consent to the taking and use of photographs of your child while attending Petworth Primary Nursery. Photographs will only be taken using authorised devices belonging to us. Photographs may be used to share your child's activities and progress with you via ParentZone and, where consent is given, on our Facebook page. This is entirely voluntary, and consent can be withdrawn at any time. Images will not be used for any purpose beyond those described without additional consent.

The lawful basis on which we use this information

We collect and use parent/carers and child information under Article 6 (personal data) and Article 9 (special category data) of the UK GDPR, which is supported by the Data Protection Act 2018.

We are also required to collect and share certain data under the EYFS statutory framework.

Storing and sharing data

We store data both physically (paper records) and electronically, including through secure third-party systems. Personal data is retained in accordance with our Data Protection Policy, which sets out specific retention periods for different types of information.

- We routinely share information with:
 - our local authority
 - Ofsted
 - Schools or other settings your child attends
 - HMRC (where required for funding or financial purposes)

We will only share personal data where necessary, where required by law, or where you have given consent.

Authorised third parties

We use trusted third-party providers to support the delivery of our services. These providers act as data processors and process personal data on our behalf in accordance with our instructions and data protection requirements.

Connect Childcare

We use Connect Childcare to manage nursery operations. Personal data may be stored securely within this system and accessed only by authorised staff. ParentZone is used to communicate with parents/carers.

RecordMy

We use RecordMy to record and manage incidents and concerns securely.

Safeguarding your information

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

Your rights

Under UK GDPR, you have the right to:

- request access to your personal data
- request correction of inaccurate data
- request deletion of your data
- object to or restrict processing
- prevent processing for direct marketing
- object to automated decision-making
- request data portability in certain circumstances

Requesting access to your personal data

Parents/carers can request access to personal data we hold about them or their child. Requests should be made via your nursery manager or by contacting our office.

Right to be forgotten

Under Article 17 of UK GDPR, individuals have the right to request deletion of personal data in certain circumstances. This right does not apply in all cases, particularly where we are required to retain data for legal, safeguarding, or contractual reasons.

Data breaches

Where required, we will notify affected individuals and the Information Commissioner's Office of personal data breaches in accordance with our legal obligations.

Changes to this notice

We may update this Privacy Notice from time to time. Any changes will be made available on our website.

Questions, concerns and complaints

If you have any questions or concerns about your data, please contact us:

Email office@petworthprimarynursery.co.uk

Post Petworth Primary Nursery,
South Grove
Petworth
West Sussex
GU28 0ED

If you are unhappy with how we handle your data, you also have the right to complain to the Information Commissioner's Office at www.ico.org.uk/concerns