

Smallville Nursery

UK GDPR Policy April 2026

To be revised April 2027

Smallville Nursery collects and processes personal information about children, families and staff to provide safe, effective childcare and to meet statutory obligations. We are registered with the Information Commissioner's Office (ICO) under registration reference: ZB178233 and the certificate is displayed for parents to view. This policy explains how we meet our responsibilities under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Legal Framework

This policy is governed by the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the Human Rights Act 1998.

Data Protection Principles

Under UK GDPR, personal data must be processed lawfully, fairly and transparently. It must be collected for clear and legitimate purposes and not used in ways that are incompatible with those purposes. The data we collect must be relevant, limited to what is necessary, accurate and kept up to date. Personal data must not be retained longer than necessary and must always be stored and processed securely. It must also be protected from unauthorised access, misuse, loss, or damage, and must not be transferred outside the UK unless appropriate protections are in place.

Individual Rights

Individuals have the right to be informed about how their data is used, the right to access their data, the right to correct inaccurate information, the right to request deletion, the right to restrict processing and the right to object to certain uses of their data. They also have the right to data portability and rights relating to automated decision-making and profiling. We respond to all rights requests within the legally required timeframe.

Data Controller and Data Processors

Smallville Nursery is the data controller and is responsible for deciding what personal information is collected and how it is used. We work with third-party organisations, such as digital systems or local authority platforms, that process data on our behalf. These organisations act as data processors, and we ensure they meet UK GDPR standards and have strong data protection measures in place.

Lawful Basis for Processing Personal Data

Every item of personal data must have a lawful basis for processing. Most of the information we collect about children and families is processed because we have a legal obligation to do so, particularly under the Early Years Foundation Stage (EYFS) framework. Some processing is carried out under contractual necessity, such as information needed to administer funding or childcare agreements. Consent is used only when required, such as for photographs or optional services, and can be withdrawn at any time. In emergencies we may process data to protect someone's vital interests. In limited circumstances, we rely on legitimate interests when this does not override an individual's rights or expectations.

Data Retention

We keep information for no longer than the law or operational need requires. Once information reaches the end of its retention period, it is destroyed securely. The nursery's records retention schedule outlines how long each type of information is kept and is available on request.

Data Security

We take all reasonable steps to protect personal information from loss, damage, alteration or unauthorised access. Paper records are stored securely in locked areas, and digital information is held on password-protected devices that can only be accessed by authorised staff. Data is not shared

with third parties unless it is required by law, necessary for safeguarding, or shared with parental consent.

Privacy Notices

All parents, carers and staff receive a Privacy Notice explaining why we collect data, how it is used, how long it is stored, how it may be shared and how individuals can exercise their rights under UK GDPR. These notices outline our commitment to handling data fairly, transparently and securely.

Compliance and Data Breaches

The Nursery Manager is responsible for ensuring the nursery remains compliant with data protection legislation. Her duties include monitoring compliance, completing data audits, providing staff guidance and training, and investigating any data breaches. If a breach poses a risk to individuals, she will report it to the ICO within the required timeframe. The Nursery Manager is also responsible for keeping up to date with changes in data protection law.

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