

Burmantofts Community Nursery

Privacy Notice for Parents

At **Burmantofts Community Nursery**, we take your child's privacy seriously. This short notice explains the key things you need to know about how we use and protect personal information.

What information we collect

We collect basic details about you and your child, such as:

- Names and contact details
- Your child's date of birth, medical needs, and emergency contacts
- Attendance and learning records
- Photos or videos (only if you give permission)
- Funding and payment information

Why we collect it

We use this information to:

- Keep your child safe and well
- Support their learning and development
- Meet legal requirements (e.g., safeguarding, Ofsted)
- Claim government funding
- Communicate with you

We only collect what we need.

How we keep information safe

We store information securely, either in locked cabinets or password-protected systems that only authorised staff can access. We keep information only for as long as the law requires.

Who we share it with

We may share information with:

- The local authority (for funding or safeguarding)
- Ofsted

- Health professionals
- Emergency services
- Online learning journal providers (e.g., Family)

We will **never** sell your information.

Your rights

You can:

- Ask to see the information we hold
- Request corrections
- Withdraw consent for optional things like photos
- Raise concerns with the Information Commissioner's Office (ICO)

Contact us

If you have any questions about how we use personal data, please speak to:

Neil Diamond
Chair of Trustees
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