

Privacy Notice

Purpose

Aflah Nursery is committed to protecting the privacy and confidentiality of the personal information we hold about children, parents, carers and staff. We collect and process personal information in accordance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018** to provide safe, high-quality childcare and to meet our legal and statutory responsibilities.

This Privacy Notice explains what information we collect, why we collect it, how it is used and who it may be shared with.

Information We Collect

To provide childcare and meet our statutory obligations, Aflah Nursery may collect and process personal information including:

- Child's name, date of birth and home address.
- Parent and carer names, addresses, telephone numbers and email addresses.
- Details of individuals with parental responsibility and authorised collectors.
- Emergency contact details.
- Medical information, allergies, dietary requirements and health needs.
- Information relating to Special Educational Needs and Disabilities (SEND), where applicable.
- Details of professionals involved in supporting a child.
- Funding information, including eligibility codes and National Insurance numbers where required for Early Education Funding.
- Ethnicity, religion and home language where voluntarily provided or required for statutory returns.
- Attendance records, observations, assessments and learning records.
- Accident, medication and safeguarding records where appropriate.

Additional information may be collected where necessary to meet a child's individual needs, comply with legal requirements or safeguard children.

Why We Collect Information

We use personal information to:

- Provide high-quality childcare and education.
- Safeguard and promote the welfare of children.
- Monitor children's learning and development.
- Contact parents or emergency contacts when required.
- Meet our statutory duties under the Early Years Foundation Stage (EYFS).

- Administer Early Education Funding.
- Communicate with families regarding nursery services.
- Work in partnership with professionals supporting a child's development or welfare.

Lawful Basis for Processing

Aflah Nursery processes personal information in accordance with the lawful bases set out under the UK GDPR, including:

- Performance of a contract.
- Compliance with a legal obligation.
- Protection of vital interests.
- Consent, where required.

Where consent is relied upon, parents have the right to withdraw their consent at any time, where this does not affect our legal obligations.

Access to Your Child's Information

Parents and carers have the right to request access to personal information held about themselves and their child, subject to applicable data protection legislation and any relevant exemptions.

Aflah Nursery will respond to requests for access in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

There may be circumstances where information cannot be disclosed, for example where disclosure could place a child or another person at risk, reveal information relating to another individual, or compromise a safeguarding investigation. Where necessary, the nursery will seek advice before information is released.

Sharing Information

Aflah Nursery recognises that appropriate information sharing is an important part of safeguarding children and supporting their learning, development, health and wellbeing.

Information may be shared with other professionals or organisations where there is a lawful reason to do so. This may include other early years providers or schools, Oxfordshire County Council, Ofsted, health professionals, Children's Social Care, the police and other safeguarding agencies where appropriate.

Where appropriate, parental consent will be sought before information is shared.

However, information may be shared without parental consent where there is a safeguarding concern, where doing so is necessary to protect a child or another person from harm, or where the nursery has another lawful obligation or basis for sharing the information.

The safety and welfare of the child will always take priority where there is a safeguarding concern.

Storage and Security of Information

Personal and confidential information will be stored securely and only accessed by individuals who have a legitimate reason to do so.

Paper records containing personal information will be stored securely in locked storage with controlled access. Electronic information will be protected through appropriate security measures, including passwords and access controls.

Aflah Nursery will take reasonable steps to protect personal information from loss, unauthorised access, alteration, disclosure or destruction.

Records will be retained for the appropriate period in accordance with legal and regulatory requirements and the nursery's Record Keeping and Data Retention Policy before being securely destroyed.

Your Rights

Under the UK GDPR, parents and carers have the right to:

- Request access to their personal information.
- Request correction of inaccurate information.
- Request erasure of information where legally appropriate.
- Request restriction of processing in certain circumstances.
- Withdraw consent where processing is based on consent.

Requests will be managed in accordance with the UK GDPR and the Data Protection Act 2018.

Further Information

Further information about how Aflah Nursery collects, stores, shares and protects personal information can be found in our **Data Protection Policy**.

If you have any questions regarding this Privacy Notice, please contact:

Aflah Nursery

Email: aflahnurseryox@gmail.com

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Aflah Nursery