

Nursery Privacy Statement

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At YMCA North Tyneside Nursery, we take your privacy and the security of your child's data very seriously. This statement explains what personal information we collect, why we need it, and how we keep it safe.

1. Who We Are

YMCA North Tyneside is the "Data Controller" for the Nursery. This means we are legally responsible for deciding how your personal information is used and protected. We are registered with the Information Commissioner's Office (ICO).

2. What Information Do We Collect and Why?

To provide safe and regulated childcare, we need to collect details about you and your child. We use this information to:

- **Provide Care:** Deliver early years education, manage daily routines, and support your child's development.
- **Keep Your Child Safe:** Manage allergies, medical action plans, dietary needs, and fulfill our safeguarding obligations.
- **Run Our Nursery:** Process fee invoices, manage government funding claims, and maintain attendance registers.
- **Keep in Touch:** Communicate with you about your child's progress, daily activities, and wellbeing.

3. Our Legal Reason for Processing Your Data

Under UK data protection laws, we must have a valid reason to use your data. We rely on the following reasons:

- **Contract:** We need your data to fulfill our Nursery Parent Agreement with you.
- **Legal Obligation:** We are required by law to keep certain records (e.g., for Ofsted or local authority funding).
- **Vital Interests:** In a medical emergency, we may need to share allergy or health information to protect your child's life.

- **Consent:** For things like taking photographs for nursery displays or digital learning journals, we will always ask for your explicit permission first.

(Note: We treat highly sensitive information, such as medical records or special educational needs (SEN) files, with extra legal protection and security).

4. Who Do We Share Your Information With?

We never sell your data to third parties for commercial gain. We will only share your information when it is legally required or strictly necessary to support your child. This includes:

- **Legal and Regulatory Bodies:** Such as Ofsted, the Local Authority, or safeguarding boards.
- **Emergency Services:** If your child requires urgent medical attention.
- **Trusted Partners:** Secure software providers we use to run the nursery (e.g., our digital nursery management and learning journal systems).

5. How Long Do We Keep Your Data?

We only keep personal information for as long as necessary and in line with statutory early years guidelines (see [Retention Schedule](#) for more information):

- **General Records:** Development profiles are kept for 3 years after your child leaves the nursery.
- **Accidents and Injuries:** Legally, we must keep accident records involving a child until they reach 21 years of age.
- **Safeguarding:** Any safeguarding files are kept securely for 75 years from the child's date of birth.

6. Your Rights

You have specific rights regarding your personal data. You have the right to:

- Ask for a copy of the information we hold about you or your child (a Subject Access Request).
- Ask us to correct any inaccurate information.
- Ask us to delete your data (if we no longer have a legal reason to keep it).

- Withdraw your consent at any time (e.g., for photographs).

7. Related Policies & Procedures

- Data Protection Policy
- Subject Access Request (SAR) Procedure
- Data Breach Notification Procedure
- Nursery Safeguarding and Child Protection Policy
- Document Retention Schedule
- Early Years Foundation Stage (EYFS) Operational Policies

8. Roles & Responsibilities

The successful management and security of data within the nursery rely on the clear understanding of roles and responsibilities across the organisation:

- **Data Controller** (YMCA North Tyneside): Determines the purposes and means of processing personal data, ensuring overarching compliance with data protection legislation.
- **Data Protection Lead**: Oversees day-to-day compliance with data protection laws, manages data subject requests, advises on data protection impact assessments, and serves as the primary point of contact for any data privacy queries or potential breaches.
- **Nursery Manager**: Responsible for ensuring that nursery staff understand and adhere to the data privacy policies on a daily basis. They check that all necessary consent forms and personal data record are accurately gathered, stored securely, and disposed of appropriately when no longer needed.
- **Nursery Staff and Educators**: Responsible for handling children's and parents' data confidentially during their daily duties. They must ensure that physical records are not left unattended, digital devices are secure, and they strictly follow the guidelines set out in this privacy statement.
- **Parents/Carers**: Expected to provide accurate, up-to-date Information regarding themselves and their child (especially concerning medical details and emergency contacts) and promptly notify the nursery of any changes to ensure data accuracy and the child's safety.

9. Relevant UK Legislation

- The United Kingdom General Data Protection Regulation (UK GDPR)
- The Data Protection Act 2018 (DPA 2018)
- The Statutory Framework for the Early Years Foundation Stage (EYFS)
- The Data (Use and Access) Act 2025

10. Monitoring and Review

The organisation is dedicated to ensuring our policies and procedures remain relevant, compliant and effective.

This policy will be reviewed 3 Yearly, or more often if significant changes in legislation, regulations, risks or operations occur or if monitoring reveals a need.

The Data Protection Lead will oversee this process, and any necessary updates will be clearly documented, communicated and promptly implemented.

11. Contact Us

If you have any questions about how we handle your data, or if you wish to exercise your rights, please contact our Data Protection Lead first and foremost, via our central data protection email address: dataprotection@ymcanorthtyneside.org

If you remain unhappy with how we have handled your data, you also have the right to lodge a formal complaint with the Information Commissioner's Office (ICO).

Revisions

This section details all significant changes and updates made to this policy document.

Revision Number	Date of Revision	Description of Change
2	April 2026	Updated from a policy to a statement, new formatting/template in line with organisational standards