

Blue Windmill Nursery

GDPR Privacy Notice

Blue Windmill Childcare Ltd is committed to protecting the privacy and security of children, parents, carers, staff and visitors.

This Privacy Notice explains how we collect, store and use personal information in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and relevant Early Years Foundation Stage (EYFS) requirements.

Who We Are

Blue Windmill Childcare Ltd is the data controller for the personal information we hold.

Blue Windmill Nursery

Addison Road

Rugby

CV22 7DJ

01788 571393

office@bluewindmill.net

What Information We Collect

We may collect and process personal information relating to:

- Children attending the nursery
- Parents and carers
- Emergency contacts
- Staff, students and volunteers
- Visitors and professionals working with children

This information may include:

- Names, addresses and contact details
- Dates of birth
- Attendance records
- Medical information, allergies and dietary requirements

- Safeguarding and welfare information
- Funding information and eligibility codes
- Learning and development records
- Accident and incident records
- Photographs and observations
- Employment and training records for staff

Why We Collect Information

We collect and use information in order to:

- Provide safe and appropriate care and education
- Meet safeguarding and welfare requirements
- Support children's learning and development
- Contact parents and carers when required
- Administer nursery places and invoices
- Claim government funding
- Meet legal and regulatory requirements
- Support transitions to school or other settings where appropriate

How Information Is Stored

Information is stored securely in paper and electronic formats.

We use secure systems including:

- Ovivio nursery management software
- Box cloud storage
- Nursery email systems
- Nursery tablets and devices used for operational purposes

Access to information is restricted to authorised persons on a need-to-know basis.

Electronic devices are password protected and nursery tablets are securely stored when not in use.

Staff Communication

The nursery may use closed WhatsApp groups and closed Facebook Messenger groups for operational staff communication.

These groups are managed by the nursery and are used only for legitimate nursery business. Staff are expected to follow confidentiality and data protection procedures at all times.

Sharing Information

We will only share personal information where:

- We have parental consent
- It is necessary to support a child's welfare or education
- We are legally required to do so
- Safeguarding concerns override confidentiality

Information may be shared with:

- Local authorities
- Ofsted
- Schools
- Health professionals
- Safeguarding agencies
- Other professionals supporting the child

We do not sell personal information to third parties.

Photographs and Videos

Photographs and videos are only taken and used in line with parental permissions and the nursery's Mobile Phone and Electronic Device Use Policy.

How Long We Keep Information

Records are retained in accordance with legal and operational requirements and are securely destroyed when no longer required.

Your Rights

Under UK GDPR, individuals have rights including:

- The right to access information held about them
- The right to request correction of inaccurate information
- The right to request deletion of information where appropriate
- The right to withdraw consent where consent has been given
- The right to raise concerns about how information is handled

Requests relating to personal data should be made to the Nursery Manager.

Concerns or Complaints

If you have concerns about how your information is handled, please contact the nursery in the first instance.

You also have the right to contact the Information Commissioner's Office (ICO):

www.ico.org.uk

Telephone: 0303 123 1113