

Busy Lizzie's Nursery – Short Privacy Notice (Parents/Carers) (UK GDPR)

Last updated: September 2026

Contact: office@busylizziesnursery.org

Address: 5th Chichester Scout Hut, Whyke Road, PO19 8HS

Website: <https://www.busylizziesnursery.org>

Why we process personal data

Busy Lizzie's Nursery ("we", "us") processes personal data to:

- provide childcare and learning support;
- keep accurate records of your child's nursery attendance and progress;
- run day-to-day nursery administration;
- meet safeguarding duties and legal/regulatory responsibilities;
- communicate with you about your child and nursery matters;
- manage invoicing/finance administration.

What information we collect

We may collect and use information about:

Your child

- name and date of birth;
- enrolment information;
- emergency contact details;
- learning and welfare information (including any relevant incident/safeguarding information);
- photographs and/or video only where you have given consent for specific uses (see Section 7).

You and authorised contacts

- contact details (e.g., name, address, email address, telephone number);
- relationship/authority details (e.g., who can collect);
- communications with the nursery.

Our legal reasons for processing

We process personal data because it is necessary for:

- performing our childcare services/our agreement with you;
- complying with legal obligations (including safeguarding and regulatory duties);
- public interest/substantial public interest (where applicable, particularly for safeguarding);
- consent for specific photo/video uses (only if selected on the photo consent form).

Who we share information with

We may share personal data with:

- regulators/statutory bodies where legally required;
- health professionals/emergency services where necessary for your child's welfare;
- service providers that help us run the nursery (our processors)

We only share what is necessary and ensure appropriate safeguards are in place.

Cookies

We confirm that we use no cookie tools

If you contact us via email/our website, we use the information you provide to respond to you.

How long we keep records

We keep personal data only for as long as necessary. Key retention periods include:

- Safeguarding records: 25 years
- Attendance records: 3 years after your child leaves, or until the next Ofsted inspection, whichever is longer

Other records are kept in line with legal/regulatory expectations.

Photographs / video (consent based)

We use photographs and/or video only where you selected the relevant options on our separate photo consent form (with tick boxes for each purpose), which may include:

- our website;
- our social media pages;
- advertising/marketing materials;
- a learning journal (if selected).

You can withdraw or change your consent at any time by emailing: office@busylizziesnursery.org.

If images have already been shared, we will take reasonable steps to stop further use, but complete removal may not always be possible (for example, where third parties have already saved/shared content).

Your rights

Under UK GDPR, you have rights such as:

- the right to request access to your information;
- the right to request correction of inaccurate information;
- rights related to deletion/restriction/objection (where applicable);
- the right to withdraw consent for photographs at any time.

To make a request, email: office@busylizziesnursery.org. We may need to verify your identity/authority.

If you have a concern

If you are unhappy with how we handle personal data, contact: office@busylizziesnursery.org.

You can also complain to the **Information Commissioner's Office (ICO)** at: <https://ico.org.uk/>