

## Ready Steady Grow's Privacy Notice

Ready Steady Grow Pre-School,  
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Karen Lockley - Owner  
Data Protection Officer

### Introduction

At Ready Steady Grow Pre-School, we are committed to protecting the privacy and security of personal information about you and your child. We handle all data in accordance with:

- the UK General Data Protection Regulation (UK GDPR)
- the Data Protection Act 2018
- the Early Years Foundation Stage (EYFS) 2024
- Ofsted requirements.

This Privacy Notice explains what data we collect, why we collect it, how we use it, how long we keep it, and your rights regarding your information.

### What Personal Data Do We Collect?

We collect personal data necessary to provide high-quality childcare, meet legal obligations, and tailor learning to your child's needs.

About your child

- Name, date of birth, address
- Health, medical and dietary information
- Allergies, medication requirements, and health care plans
- Developmental information, learning needs, SEND information
- Details of any professionals involved with your child
- Child protection or safeguarding information, where relevant
- Emergency contact information

## About parents/carers

- Names, addresses, email and telephone numbers
- Details of who has parental responsibility
- Emergency contacts and authorised collectors
- Family information relevant to your child's wellbeing
- Court orders or legal documentation, where applicable

## For funded childcare (where applicable)

- National Insurance number or Unique Taxpayer Reference (UTR)
- Eligibility codes and documentation
- Information relating to benefits or tax credits required by the Local Authority

All information is collected directly from you through the registration process or during your child's placement.

## **Why We Collect This Information**

We collect and use your personal data in order to:

### Contractual and provision-related purposes

- Provide safe, appropriate childcare and education
- Support your child's wellbeing, learning and development
- Meet your child's individual SEND, medical or health needs
- Communicate with you about your child
- Carry out assessments and identify additional support needs
- Maintain accurate attendance, accident and medication records
- Process funding claims (15/30 hours)
- Invoice, manage payments, and maintain financial records

### Consent-based activities

With your explicit consent, we may:

- Use photos/videos for your child's learning record
- Share media with you through secure apps or learning journals

Consent may be withdrawn at any time in writing.

### Legal obligations

We have statutory duties to:

- Safeguard children under EYFS and child protection laws
- Share safeguarding or welfare information with relevant agencies
- Transfer your child's records to the next school (as required by EYFS)
- Maintain certain records for defined legal retention periods

### **Who We Share Your Data With**

We share data only when necessary, lawful, and proportionate. Data may be shared with:

- Ofsted - during inspection or following a regulatory inquiry
- London Borough of Bromley - for funded childcare claims and audits
- Government eligibility checker - for 2-, 3- and 4-year-old funding
- Schools - when your child transfers to their next setting
- Healthcare professionals - where relevant and in your child's best interests
- Software management systems - e.g., secure administrative or assessment platforms
- Our insurance provider - if required for legal or incident-related purposes
- Emergency services or safeguarding partners - if a child is at risk

We may also share data if:

- We are legally required to (courts, police, safeguarding agencies)
- It is necessary to protect your child or others from harm
- We need to enforce or apply our contract with you
- The setting is transferred to a new owner

We will NEVER:

- Sell your personal data
- Share your data for marketing or unrelated third-party purposes

### **How We Protect Your Data**

We take appropriate physical, technical and organisational security measures to prevent loss, misuse or unauthorised access, including:

- Locked storage for paper records
- Password-protected electronic systems
- Restricted access for authorised staff only
- Secure transfer methods when sharing information with schools or agencies

- Regular review of data protection practices

Staff receive ongoing training in data protection and confidentiality.

### **How Long We Keep Your Data**

We follow statutory retention periods, including EYFS, safeguarding, health and safety, and UK GDPR requirements.

#### General records

Kept for 3 years after your child leaves or until our next Ofsted inspection (whichever is later).

#### Accident/incident and medication records

Retained for longer legal periods depending on the nature of the record.

#### Safeguarding records

Kept until the child's 25th birthday or longer if required by law.

#### Learning and development records

Shared with you when your child leaves the setting.

### **Your Rights Over Your Data**

You have the right to:

- Access the personal data we hold about you and your child
- Request corrections to inaccurate information
- Request deletion of data where legally possible
- Restrict processing in certain circumstances
- Object to certain types of processing
- Request a transfer of your data to another provider

To exercise these rights or discuss any concerns, contact the DPO listed above.

If you remain dissatisfied after raising a concern with us, you may contact:

Information Commissioner's Office (ICO)

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Website: [ico.org.uk](http://ico.org.uk)

## **Changes to This Privacy Notice**

We review this Privacy Notice regularly to reflect changes in law, guidance or organisational practice. You will be notified of any significant updates.