Ready Steady Grow's Privacy Notice

Ready Steady Grow Pre-School, St Mary's Church, Worlds End Lane, Green Street Green BR6 6AG 07876 480617

Karen Lockley – Owner Data Protection Officer

Introduction

This notice reflects the current EYFS framework effective 1 September 2026 and the Data (Use and Access) Act 2025. The 2025 Act updates UK data-protection law and its data-protection provisions are now in force.

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 Data (Use and Access) Act 2025 (all data-protection provisions now in force)
- the Early Years Foundation Stage (EYFS) statutory framework for group and school-based providers, effective 1 September 2026
- 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

Most information is collected directly from you through registration and during your child's placement. We may also receive relevant information lawfully from the London Borough of Bromley, the Department for Education or eligibility services, previous/next settings, health professionals, social care, safeguarding partners and other professionals involved with your child.

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 funded early education and childcare claims, including current universal, disadvantaged 2-year-old and working-family entitlements where applicable

- 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. Withdrawal does not affect processing that was lawful before consent was withdrawn.

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
- Department for Education / government eligibility services and the London Borough of Bromley – to check eligibility and administer current funded early education and childcare entitlements
- 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

Retained for the period required by the EYFS and other applicable legal, safeguarding, insurance and limitation requirements. Records relating to individual children are retained for a reasonable period after they leave the provision; the setting follows a documented retention schedule rather than applying one period to every record type.

Accident/incident and medication records

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

Safeguarding records

Retained and transferred in accordance with current safeguarding record-retention guidance and the setting's retention schedule. Safeguarding records are kept securely for as long as necessary and are transferred securely to the next appropriate setting/agency where required.

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 data portability where the legal conditions for that right apply

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

Our role and lawful bases

Ready Steady Grow Pre-School is the data controller for the personal information described in this notice. We identify and document an appropriate lawful basis under UK GDPR for each purpose. Depending on the activity, this may include performance of our childcare contract, compliance with a legal obligation, legitimate interests, protection of vital interests, or consent where consent is genuinely required.

Health, SEND, ethnicity, religion and safeguarding information may be special category data. Where we process special category data, we also identify an appropriate condition under Article 9 UK GDPR and, where required, the Data Protection Act 2018. Criminal-offence information is handled only where there is a lawful basis and appropriate legal authority.

Data minimisation, accuracy and children's information

We collect only information that is adequate, relevant and necessary for the stated purpose, keep it accurate and up to date, and explain information use in a way that is appropriate for children and families. We do not use personal information for a new incompatible purpose without considering the lawfulness of that use and updating privacy information where required.

Processors, digital systems and international transfers

Where we use third-party software, cloud storage, learning-journal, payment or administration providers, they act under appropriate contractual and security arrangements. We check how providers protect information and restrict access. If personal information is transferred outside the UK, we ensure a lawful transfer mechanism and appropriate safeguards are in place, and information about those safeguards can be requested from us.

Automated decision-making and AI

We do not make decisions about a child or family based solely on automated processing where that decision would have legal or similarly significant effects, unless a lawful exception applies and the required safeguards are provided. Staff must not enter identifiable or confidential child/family information into unapproved artificial-intelligence tools or other unapproved online services.

Personal data breaches

Any suspected loss, unauthorised disclosure, cyber incident or other personal data breach must be reported immediately to the Owner/Data Protection Lead. We assess and document the breach, take steps to contain risk, and notify the Information Commissioner's Office within the legal timescale where the breach is likely to result in a risk to people's rights and freedoms. We inform affected people without undue delay where the law requires this.

Data protection complaints

You can raise a data protection complaint with Karen Lockley using the contact details at the start of this notice. In line with the Data (Use and Access) Act 2025 requirements in force from 19 June 2026, we provide a clear route for complaints, acknowledge a complaint within 30 days, investigate it appropriately without undue delay, keep you informed where necessary, and communicate the outcome. You also have the right to complain to the Information Commissioner's Office.

Subject access and other rights

Requests to exercise information rights do not have to use special wording or a particular form. We verify identity where reasonably necessary and respond within the applicable legal timescale. Rights are not absolute and exemptions may apply, particularly where disclosure would reveal another person's information or conflict with safeguarding or other legal duties. We will explain any lawful restriction we rely on.

Safeguarding and information sharing

Data protection law does not prevent appropriate information sharing to safeguard a child. Where necessary and lawful, we may share relevant information without consent with Bromley Children and Families services, police, health professionals, Ofsted or other safeguarding partners. We record the reason for significant sharing decisions and follow our Safeguarding and Child Protection and Information Sharing policies.

Bromley funded early education

Where funded early education or childcare is claimed, we share the minimum information necessary with the London Borough of Bromley and relevant government eligibility services for eligibility checking, funding administration, audit and prevention/detection of error or fraud. Families should also read Bromley Council's relevant privacy information where the council processes their data as a separate controller.

Policy/notice updated: September 2026. Review: at least annually and sooner following significant legal, regulatory, safeguarding, system or processing changes. We review this Privacy Notice regularly to reflect changes in law, guidance or organisational practice and will notify families of significant updates.