



Privacy Notice: How We Use Your Information

St Nicolas Playgroup takes your privacy seriously. This notice explains how we collect, use, and share information about you and your child. We adhere to the

General Data Protection Regulations (GDPR) (2018) and the **Data Protection Act (2018)**.

What Information We Collect

We collect and store information about your child and family to provide high-quality care and education. This includes:

- Personal details from registration and consent forms.
- Contractual information, such as attendance and fee records.
- Information about your child's development, health, and well-being.
- Records of welfare or child protection concerns.
- Correspondence with other agencies.

We also keep developmental records, such as observations, photographs, video clips, and samples of your child's work. These are stored on the secure online database, Blossom Educational.

How We Use Your Information

We use this information to:

- Support your child's learning and development.
- Help us to work with you as parents or carers.
- Meet our legal obligations to keep a safe and secure record of your child's time with us.
- Communicate with you and other professionals when necessary.

Sharing Information

We consider all information you share with us to be confidential. However, as part of our commitment to your child's safety, we may need to share information in certain situations. We will always seek your consent to share information, except when it is necessary for safeguarding or is in the public interest.

We may share information without your consent when:

- There is evidence that your child is suffering or at risk of suffering significant harm.
- It is necessary to prevent a crime from being committed.
- Not sharing the information would be worse than the outcome of sharing it.

We may also share information with other professionals, such as to discuss special needs your child may have or to pass on child development summaries to their next school.



Your Rights

As a data subject under GDPR, you have the right to:

- Be informed about how your data is processed transparently.
- Access the records and files of your own child.
- Have your data kept accurate and up-to-date.
- Have your data kept for no longer than is necessary.
- Withdraw your consent at any time.

For any questions about our privacy notice or how we handle your data, please speak with our manager.