



# How We Use & Protect Your Information

## A simple GDPR guide for families

### What We Collect:

- Contact details for you and your child
- Medical information, allergies, dietary needs
- Emergency contacts
- Attendance and learning records
- Funding and payment information

### Why We Use It:

Your information helps us

- Keep your child safe and healthy
- Communicate with you
- Support learning and development

### How We Keep It Safe :

- Secure digital system
- Locked storage for paper records
- Access limited to authorised staff



### How We Share With:

Only when necessary, we may share information with:

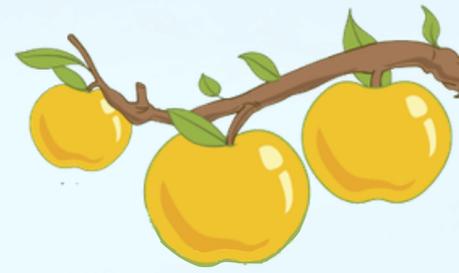
- Local authorities
- Health professionals
- Ofsted
- Emergency services
- Trusted nursery software provider



***We only collect what we genuinely need, We always share the minimum needed, We never sell your data.***

**TALK TO US** - If you have any questions or want to access your information, speak to our data protection team.





# Your Rights Under GDPR

**If an organisation processes your personal data, you have the right to:**

## **Right to be informed**

- You must be told what data is collected, why, how long it's kept, and who gets it (usually via a privacy notice).

## **Right of access**

- You can ask for a copy of your personal data and how it's being used ("subject access request").

## **Right to rectification**

- You can have incorrect or incomplete personal data fixed.

## **Right to erasure** ("right to be forgotten")

- You can ask for your data to be deleted in certain cases (e.g., it's no longer needed or you withdraw consent).

## **Right to restrict processing**

- You can ask an organisation to pause using your data while an issue is being resolved.

## **Right to data portability**

- You can get your data in a usable format and transfer it to another service (e.g., switching providers).

## **Right to object**

- You can object to certain types of processing, especially direct marketing or processing based on "legitimate interests."

## **Rights related to automated decision-making & profiling**

- You have the right not to be subject to decisions made only by algorithms if they significantly affect you (with some exceptions).

## **Right to withdraw consent**

- If processing is based on consent, you can withdraw it at any time.

## **Right to complain**

- You can complain to your country's data protection authority (DPA) if you think your rights are being violated.

