Springboard Sunderland Trust

Springboard Nursery

Privacy Notice - GDPR

Document Control

This is a controlled document. Whilst this document may be printed, the electronic version posted on the Springboard SharePoint intranet is the controlled copy. Any printed copies of this document are not controlled. This document should not be saved onto local or network drives but should always be accessed from SharePoint.

Privacy Notice - GDPR	
Category:	Springboard Nursery
Responsible Person:	Marie Hunter
Accountable Person:	Jane Waggott
Date of First Issue:	November 2015
Next Review Date:	10/08/2027

Privacy and Processing Notice

(updated August 2026)

GDPR (General Data Protection Regulation).

Who we are

Springboard Nursery is part of Springboard Sunderland Trust and is committed to protecting the privacy and security of children's and families' personal information.

This notice explains how we collect, store, use and share personal information in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. [ico.org.uk], [gov.uk]

Contact Details

Nursery Managers / GDPR Leads

- Marie Hunter
- Jane Waggott

Deputy Manager / GDPR Lead

- Gemma Dunn

Springboard Sunderland Trust

- Steve Reay, Chief Executive
- Keith Miller, ICT Manager / GDPR Administrator

For any queries regarding personal information, please contact the Nursery Manager.

Information We Collect

We may collect and process the following information about children, parents, carers and emergency contacts:

Child Information

- Name
- Date of birth
- Gender
- Home address
- NHS number (where required)
- Attendance records
- Development records and assessments
- Learning journals and observations
- Photographs and videos (where consent has been provided)

Family Information

- Parent/carer names
- Contact details
- Emergency contact details
- Funding eligibility information
- Family support information where relevant

Special Category Information

We may process:

- Ethnicity
- Language
- Nationality
- Health and medical information
- Dietary requirements
- SEND information
- Safeguarding information

Special category information is processed only where there is a lawful basis to do so and where additional safeguards apply. [ico.org.uk], [ico.org.uk]

Why we collect and use this information

We use personal information to:

- Deliver high-quality childcare and education.
- Support children's learning and development.
- Safeguard and promote children's welfare.
- Meet legal obligations under childcare and safeguarding legislation.
- Assess eligibility for funded childcare.
- Apply for Early Years Pupil Premium and Inclusion Funding.
- Work effectively with schools and other professionals supporting children.
- Maintain accurate attendance, welfare and emergency contact records.
- Comply with Ofsted and Department for Education requirements. [gov.uk], [foundation...ars.org.uk]

The lawful basis for processing

We process personal data under one or more of the following lawful bases:

Article 6 UK GDPR

- **Article 6(1)(b)** Contractual necessity

- **Article 6(1)(c)** Legal obligation
- **Article 6(1)(e)** Public task
- **Article 6(1)(a)** Consent (where required)

Article 9 UK GDPR

Special category information is processed under:

- Article 9(2)(h) Health and social care
- Article 9(2)(g) Substantial public interest
- Other relevant safeguarding and education provisions where applicable. [gov.uk], [ico.org.uk]

Collecting your child's information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis – for example the use of permission slips for days out, and digital media to record such events. We will always ask for your consent to record any such information and will respect your right to refuse consent.

Safeguarding

Safeguarding information may be shared without consent where there is a lawful reason to do so, including concerns that a child may be at risk of harm.

The nursery follows statutory safeguarding requirements and information-sharing duties in line with current EYFS requirements and local safeguarding procedures. [gov.uk], [foundation...ars.org.uk]

Who we share information with

We may share information with:

- Schools and educational settings receiving the child.
- Sunderland Local Authority / Together for Children.
- Department for Education (DfE).
- Ofsted.
- Health Visitors.
- Speech and Language Therapy Services.
- NHS professionals.
- Early Help Services.
- Social Care.
- Safeguarding partners where necessary.

Information is only shared where there is a lawful basis to do

Why we share information

We do not share information about children with anyone without consent, unless law and our policies require us to do so. We share some data with the Local Authority and Department for Education (DFE) on a statutory basis. This data sharing underpins educational attainment, policy development, inspections, and monitoring.

Photographs, Videos and Learning Journals

Photographs and videos are only used in accordance with parental permissions.

These may be used for:

- Learning and development records.
- Displays within nursery.
- Transition documents.
- Professional training purposes where appropriate consent has been obtained.

Parents may withdraw consent at any time.

How Long We Keep Information

Information is retained in accordance with the Springboard Nursery Records Retention Schedule.

Retention periods vary according to the type of record and legal requirements. Records are securely destroyed when they are no longer required.

Parents may request further information about specific retention periods.

Security of Information

We take appropriate technical and organisational measures to protect personal information.

Information is stored securely and access is limited to authorised staff who require access as part of their role. Electronic systems are protected through appropriate security controls.

Your Rights

Under UK GDPR, individuals have rights including:

- Right to be informed.
- Right of access.
- Right to rectification.
- Right to erasure (in certain circumstances).
- Right to restrict processing.

- Right to object.
- Right to data portability (where applicable).
- Rights relating to automated decision-making.

Requests should be made to the Nursery Manager

Making a Complaint

We encourage any concerns to be raised with the nursery in the first instance.

If you remain dissatisfied, you may contact the Information Commissioner's Office (ICO):

Website: https://ico.org.uk/make-a-complaint/

The ICO is the UK's independent authority for data protection matters.

Review of this Notice

This notice will be reviewed annually or sooner if legislation, guidance or nursery practices change.

Document Review Date: August 2027