

Razzy's Daycare & Nursery



Razzy's Daycare & Nursery
Est. 2025

Data Protection & GDPR Policy

Date of Issue: December 2025

Review Date: December 2026

Introduction

At Razzy's Daycare & Nursery, we are committed to protecting the privacy and personal information of children, parents, carers, staff and visitors. We recognise that we are entrusted with sensitive information and have a legal and moral responsibility to handle this data carefully, lawfully and transparently. This policy outlines how personal data is collected, stored, used, shared and protected in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. It supports our safeguarding responsibilities and ensures compliance with the Statutory Framework for the Early Years Foundation Stage (EYFS 2025).

Legal and Regulatory Framework

This policy is informed by and complies with the following legislation and guidance:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Human Rights Act 1998
- Children Act 1989 and 2004
- Childcare Act 2006 (as amended)
- Statutory Framework for the Early Years Foundation Stage (EYFS 2025)
- Working Together to Safeguard Children (2018)

Types of Personal Data Collected

Razzy's Daycare & Nursery collects and processes personal data that is necessary to provide safe, high-quality care and education. This includes children's personal details, emergency contact information, medical and allergy records, developmental assessments, safeguarding records, photographs, accident and incident reports and attendance records. We also hold personal data relating to parents and carers, such as contact details and payment information, as well as staff records including employment details, qualifications, training records, DBS information and supervision notes. All data collected is relevant, necessary and proportionate to the purpose for which it is held.

Lawful Basis for Processing Data

Personal data is processed lawfully, fairly and transparently. The lawful bases used by Razzy's Daycare & Nursery include legal obligation, vital interests, consent and legitimate interests, depending on the nature of the information. Safeguarding information may be shared without consent where this is necessary to protect a child's welfare or comply with statutory duties. Consent is sought where required, such as for the use of photographs or sharing information beyond statutory requirements and parents and staff have the right to withdraw consent at any time where applicable.

Data Storage and Security

All personal data held by Razzy's Daycare & Nursery is stored securely to prevent unauthorised access, loss or misuse. Paper records are kept in locked cabinets within secure areas of the nursery and digital records are protected by passwords and appropriate security measures. Access to personal data is restricted to authorised staff members who require the information as part of their role. Staff are trained in data protection procedures and understand the importance of maintaining confidentiality at all times.

Sharing Information

Information is shared only when necessary and in line with legal requirements. This may include sharing information with parents, health professionals, local authority services, safeguarding agencies or Ofsted. Any information shared is limited to what is relevant and

appropriate. Razzy's Daycare & Nursery ensures that information is shared securely and that records are kept of what information has been shared, with whom and for what purpose. Confidential information is never discussed inappropriately or shared without a valid reason.

Confidentiality and Safeguarding

Data protection and safeguarding are closely linked. While we respect the confidentiality of personal information, the welfare of the child is always paramount. Where there are concerns about a child's safety or wellbeing, information may be shared without consent in line with safeguarding guidance. All safeguarding records are stored securely and separately from general records, with access limited to the Designated Safeguarding Lead and authorised senior staff.

Data Retention and Disposal

Personal data is retained only for as long as necessary to meet legal, safeguarding and operational requirements. Razzy's Daycare & Nursery follows retention guidelines to ensure records are kept for appropriate periods and disposed of securely when no longer required. Paper records are shredded and digital data is permanently deleted to prevent recovery.

Rights of Individuals

Parents, carers and staff have rights under UK GDPR, including the right to access their personal data, request corrections, request deletion where appropriate and raise concerns about how their data is used. Requests relating to personal data should be made in writing to the nursery manager and will be responded to within the required timescales. Any concerns regarding data protection are taken seriously and addressed promptly.

Staff Responsibilities and Training

All staff at Razzy's Daycare & Nursery have a responsibility to protect personal data and maintain confidentiality. Data protection procedures are covered during staff induction and reinforced through ongoing training and supervision. Any data breaches, whether actual or suspected, must be reported immediately to the nursery manager so that appropriate

action can be taken and, where required, reported to the Information Commissioner's Office (ICO).

This policy is reviewed annually or sooner if there are changes to legislation, guidance or nursery practice. The effectiveness of data protection arrangements is monitored through regular audits, staff supervision and management oversight to ensure continued compliance with EYFS requirements and data protection law.