Cedar Park Nursery – Parent Privacy Notice

Who we are

Cedar Park Day Nursery is responsible for how we collect, store and use personal information relating to children and their parents/carers. We are committed to handling personal information lawfully, fairly and securely in line with UK data protection legislation.

What information we collect

We may collect and store information including:

About children

- Name, date of birth, address and nationality/ethnicity
- Attendance information
- Medical information, allergies and dietary requirements
- Learning and development records
- Photographs and/or video observations used to support children's learning and development, learning journals and nursery displays
- Accident, incident and safeguarding records
- Emergency contact details

About parents/carers

- Names, addresses, phone numbers and email contact details
- National Insurance number, date of birth where required for funding purposes
- Billing and payment information

CCTV and security

Cedar Park Nursery operates CCTV systems in certain areas of the nursery, including reception and external/garden areas, for safety, security and safeguarding purposes. CCTV footage is securely stored and access is limited to authorised persons only.

Why we use this information

We use personal information to:

- Provide childcare and early years education
- Support children's learning and development

- Keep children safe and meet safeguarding duties
- Manage nursery administration, funding and invoicing
- Communicate with parents/carers
- Meet legal and regulatory requirements
- Use anonymised information to help identify trends, monitor progress and support the ongoing improvement of nursery provision and practice

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Sharing information

We may share relevant information where necessary and lawful with:

- Local authorities for funding and safeguarding purposes
- Ofsted and other regulatory bodies
- Health professionals and safeguarding agencies where appropriate
- Schools or childcare providers to support transitions and/or children's learning and development
- Third party agencies and software providers used to support nursery operations, finance and learning journals

We only share information where there is a lawful and legitimate basis to do so and ensure access is restricted to authorised persons only.

Our lawful basis

We process personal information under:

- Contract – to provide childcare services
- Legal obligations – including safeguarding requirements
- Legitimate interests – to operate and manage the nursery effectively
- Public interest where required by law

Where consent is required, this will be requested separately.

Keeping information secure

We take appropriate steps to protect personal information through secure systems, restricted access and data protection procedures.

How long we keep information

We only retain information for as long as necessary in line with legal and regulatory requirements.

Your rights

You have the right to request access to your personal information, request corrections, request deletion in certain circumstances and raise concerns with the Information Commissioner's Office (ICO).

Contact us

If you have any questions about this notice or how your information is used, please contact Cedar Park Day Nursery.

Dated: 20/05/2026

To be reviewed: May 2027 or before if required.