



Little Garden Gate Nursery

grow • learn • thrive

Data Protection & GDPR Privacy Notice

Acknowledgement & Consent Form

Child & Parent Details

Child's Full Name		Room / Key Person
Date of Birth		
Parent / Carer Name		

Who We Are

Little Garden Gate Nursery is the data controller for the personal data we hold about your child and family. We are registered with the Information Commissioner's Office (ICO) in accordance with UK GDPR and the Data Protection Act 2018.

ICO Registration Number	
Data Protection Lead / Manager	
Contact Email for Data Queries	

What Data We Collect

We collect and hold the following categories of personal data:

- Child's personal details — name, date of birth, address, ethnicity, religion, first language
- Parent and carer contact details — names, addresses, phone numbers, email addresses
- Emergency contact information
- Health, medical and dietary information — including allergies, conditions and medication
- SEND information and any Education, Health and Care Plans (EHCPs)
- Attendance records and session times
- Photographs, videos and learning observations
- Safeguarding records where relevant



- Financial records relating to fees and funding

Why We Hold Your Data

We use your data to:

- Provide safe, high-quality childcare and education
- Communicate with you about your child's progress, welfare and day-to-day activities
- Meet our legal obligations under the EYFS Statutory Framework
- Share information with relevant professionals (e.g. health visitors, social care) where required
- Process payments and funding claims
- Meet Ofsted inspection and registration requirements

Who We Share Your Data With

We may share relevant data with:

- Ofsted and other regulatory bodies
- Local Authority (for SEND support, funding claims and safeguarding)
- Health professionals involved in your child's care
- Children's Social Care where there is a safeguarding concern
- Our secure nursery management software provider

We will never sell your data or share it with third parties for marketing purposes.

How Long We Keep Your Data

We retain children's records for a minimum of 3 years after the child leaves the nursery, or longer where required by law (e.g. safeguarding records may be kept until the child turns 25).

Your Rights

Under UK GDPR you have the right to:

- Access the personal data we hold about you and your child
- Request corrections to inaccurate data
- Request deletion of data (subject to legal obligations)
- Withdraw consent for non-essential data processing at any time
- Lodge a complaint with the ICO at www.ico.org.uk

Acknowledgement & Consent

Consent Statement

I confirm that I have read and understood the Little Garden Gate Nursery Privacy Notice.

I give permission for the nursery to collect, hold and use personal data about my child and family as described above for the purposes of providing childcare, meeting legal obligations, and communicating with me.

I understand that I may withdraw consent for non-essential processing at any time and that this will not affect the lawfulness of processing carried out before withdrawal.

I understand that some data processing is required by law (e.g. safeguarding, EYFS compliance) and cannot be withdrawn.

Declaration & Signature

Parent / Carer Full Name:

Nursery Manager:

Signature:

Signature:



Date: _____

Date: _____

This consent may be withdrawn at any time by contacting the nursery manager in writing.