



10.1b Privacy Notice

1) Purpose

This notice explains what personal data the nursery collects, why it is collected, how it is used, how it is protected and what rights families have.

2) Key roles / named staff

- Provider contact details: Aspire Day Nursery Ltd, 1a Howard Road, Surbiton, KT5 8SA. Telephone: 020 8241 9661. Email: info@aspirenursery.co.uk.
- Data Protection Officer: Zahida Khan.

3) What data is collected

- About the child: name, date of birth, address, place of birth, proof of date of birth, health and medical needs, development needs, special educational needs, religious and cultural background.
- Where applicable: child protection plans, health care plans, information about parental responsibility and any court orders.
- About parents / carers: names, home and work addresses, phone numbers, 2 emergency contacts, family details and email addresses.
- For 30 hours funded childcare where applicable: National Insurance number or Unique Taxpayer Reference and information about benefits or tax credits.

4) Why data is used and who it is shared with

- Data is used to provide childcare, contact families in emergencies, support wellbeing and development, manage health and medical needs, assess progress, communicate with parents, process funded childcare claims and keep families updated.
- With consent, the nursery may use photographs and videos for learning records. Consent can be withdrawn in writing.
- Safeguarding data is processed where there are welfare concerns and some records must be transferred to the child's school.
- Data may be shared, as required, with Ofsted, the local authority, government eligibility checking services, insurers, nursery software providers and the receiving school.
- Data may also be shared where legally required, to protect children or others, to enforce the contract, or if the setting changes ownership.
- The nursery will never share data with another organisation for their own marketing or unrelated purposes.

5) Storage, retention and rights

- Records are protected through locked office storage, password-protected digital systems and secure handling of emergency and trip documents.
- Children's personal records are retained until the child reaches age 22 where required because records include accidents and medication; learning records are handed to parents when the child leaves.
- Some records, including child protection or support service records, may be kept longer where the law requires it.
- No decisions are made solely by automated decision-making.



- Families can request access to, correction of, deletion of, restriction of processing of, or transfer of their own and their child's data, subject to legal limits.
- Concerns can be raised with the nursery and then with the Information Commissioner's Office if needed.

6) Policy details

- Provider: Aspire Day Nursery Ltd
- Adopted: May 2015
- Date last reviewed March 2026
- Signed by: C Moxon
- Name of signatory: Christine Moxon
- Role: Manager