

07 Record Keeping Procedures

07.1a – Privacy Notice

Peekaboo Childcare
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Tel: 01803 614786

Data Protection Officer: Alexandra Morton

At Peekaboo Childcare, we take your privacy very seriously. This notice explains:

- What information we collect
- Why we collect it
- Who we share it with
- How we keep it safe
- Your rights over your information

When we say “we”, “us”, or “our”, we mean Peekaboo Childcare.

1. What Personal Data We Collect

We collect information so we can care for your child safely and meet their individual needs.

Information about your child may include:

- Name, date of birth, address
- Health & medical information
- Developmental information
- Special educational needs (if applicable)
- Parental responsibility details
- Any court orders relating to your child
- Social worker details or child protection plans (where relevant)
- Health care plans from professionals

Information about parents/carers may include:

- Names and addresses (home and work)
- Phone numbers & email addresses
- Emergency contacts

- Family details
- National Insurance Number or UTR (only if applying for funded childcare)
- Benefit or tax credit information for funded hours

✨ *If you do not provide the required funding information, we cannot claim childcare funding on your behalf.*

How we collect your data

We collect information through:

- Registration forms
- Identification documents
- Conversations or correspondence
- Health, education, or social care professionals where relevant

2. Why We Collect Your Data & Our Legal Basis

We collect data to provide high-quality childcare and to meet our legal and contractual responsibilities.

We use your data to:

- Support your child's wellbeing and development
- Manage health, medical, or SEND needs
- Carry out assessments and identify concerns
- Contact you in an emergency
- Keep you updated about your child
- Process funding claims (where applicable)
- Respond to questions or concerns
- Share essential information that forms part of your contract
- Notify you about changes to our service

With your consent, we may also:

- Record your child's ethnicity or religion for monitoring
- Use photos/videos in your child's learning journal
- Share your child's records with their new school when they move on

We will ask for separate written consent for:

- Any photographs used for training, publicity or marketing

Consent can be withdrawn at any time by writing to the setting.

Safeguarding

We must process and share information without consent if we believe a child is at risk of harm.

3. Who We Share Your Data With

We only share your information when it is necessary, and never for marketing or unrelated purposes.

We may share data with:

- Ofsted (e.g., during an inspection or complaint)
- Local authority (for funded childcare)
- Government funding eligibility checker
- Our insurance underwriter (if relevant)
- Your child's new school (with your consent)
- Medical services, social care or police if we believe a child is at risk

We may also share information:

- If legally required (court, police, law enforcement)
- To enforce the terms of your contract
- To protect the rights or safety of children and staff
- If the setting is sold or managed by a new provider (data would continue to be used in the same way)

Software providers

Our nursery systems provider may access data only for technical maintenance and is bound by strict confidentiality.

4. How We Protect Your Data

We use strong security measures to keep your information safe.

This includes:

- Internal policies and strict staff controls
- Secure digital systems

- Password protection
- Locked storage for paper files
- Confidentiality agreements with all third-party processors

We ensure no data is lost, misused, or accessed without permission.

5. Where Your Data Is Stored

Your information may be stored:

- On secure servers in the UK or across the EEA
- In locked filing cabinets for necessary paper records
- By approved third-party software systems (inside or outside the EEA)

All systems we use must follow strict security guidelines.

6. How Long We Keep Your Data

We follow strict data retention rules.

We keep:

- Your child's records for 3 years after they leave, or until after our next Ofsted inspection
- Accident & medication records for longer (as legally required)
- Learning journals until your child leaves—families may request a copy
- Safeguarding records for longer where legally necessary

We only keep information for as long as required by law or for its intended purpose.

7. Your Rights Over Your Data

You have the right to:

- Access your information
- Ask us to correct inaccurate data
- Request deletion of data (where appropriate)
- Withdraw consent at any time
- Request that information is transferred to another organisation

To use any of these rights, contact the setting manager by phone, email or in person.

? 8. Questions or Concerns

If you have any concerns about this notice or how your data is used:

 Contact:

The Setting Manager – Peekaboo Childcare

If you still feel your concerns are not resolved, you may contact the manager's line manager/owner/director/trustee (details to be added).

9. Contacting the Information Commissioner's Office (ICO)

If you remain dissatisfied, you can contact the ICO, who oversees data protection in the UK:

Information Commissioner's Office
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Website: <https://ico.org.uk/>

10. Updating This Notice

We regularly review our privacy notice.

If anything changes, we will update families so you always know how your information is being used.