**Privacy Notice for Parents and Carers**

This privacy notice explains how we collect, use, store and share personal information about you and your child, in line with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

We are committed to protecting your privacy and handling your data securely and lawfully.

**Who we are**

Just for Kidz is a registered early years provider. We are the **data controller** for the personal data we collect about you and your child.

We are registered with the **Information Commissioner’s Office (ICO)**

If you have any questions contact the **Nursery Manager / Data Protection Lead**

**What information we collect**

We collect and use the following personal data:

**About your child:**

* Name, date of birth, gender
* Home address
* Emergency contacts
* Medical information (allergies, health needs)
* Dietary requirements
* Attendance information
* Developmental progress and learning journals
* Safeguarding or special educational needs (if applicable)
* Photos and videos (with your consent)

**About you (parents/carers):**

* Name, address, contact numbers and emails
* Relationship to the child
* Financial or funding information (e.g. 2-year/30-hour codes)
* National Insurance number or date of birth (for funding verification)

**Why we collect this information**

We use the data to:

* Support your child’s learning and development
* Provide appropriate care and meet medical or dietary needs
* Monitor progress and share information with you
* Contact you in emergencies
* Apply for funding and manage our setting
* Comply with safeguarding and legal obligations
* Keep records of attendance and accidents
* Maintain health and safety records
* Share updates, newsletters or nursery news (if you’ve opted in)

**Lawful bases for processing**

We process data under the following lawful bases:

* **Legal obligation** – to comply with laws including the Early Years Foundation Stage (EYFS), safeguarding legislation, and funding regulations
* **Public task** – in our role as an early years provider
* **Vital interests** – to protect your child in an emergency
* **Consent** – for optional uses such as photographs or communication preferences
* **Contract** – to manage your place at the nursery

You may withdraw consent at any time by contacting us.

**Who we share data with**

We may share information with:

* Local authorities (e.g. for funded childcare)
* Ofsted (as part of inspections or compliance checks)
* Health professionals (e.g. for medical, safeguarding or SEND support)
* Software providers (e.g. online learning journals or nursery management systems)
* Emergency services (if needed)

We never sell personal information to third parties.

**How long we keep your data**

We retain data for no longer than necessary:

* Most records about your child are kept for 3 years after they leave the nursery
* Safeguarding records may be kept longer if legally required
* Accident records are retained for statutory periods

You can request details of our full retention schedule.

**How we store your data**

Your data is stored securely in:

* Locked filing cabinets for paper records
* Password-protected and encrypted systems for digital data
* Cloud-based software providers that comply with GDPR requirements

Access is restricted to authorised staff only.

**Your rights**

Under the UK GDPR, you have the right to:

* Be informed about how your data is used
* Access your data (subject access request)
* Have inaccurate data corrected
* Request erasure of your data (where applicable)
* Object to or restrict processing in certain situations
* Lodge a complaint with the **ICO**:
[www.ico.org.uk](https://www.ico.org.uk) | 0303 123 1113

**Changes to this notice**

We review this privacy notice regularly. We will inform you of any significant changes.