



## JAMmy Tots Nursery – GDPR Policy

### 1. Introduction

JAMmy Tots Nursery is committed to protecting the rights and privacy of children, parents, carers, staff, and visitors in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This policy outlines how we collect, use, store, and safeguard personal data.

### 2. Key Principles

We follow the data protection principles outlined in UK GDPR: - Lawfulness, fairness, and transparency - Purpose limitation - Data minimisation - Accuracy - Storage limitation - Integrity and confidentiality - Accountability

### 3. Data We Collect

We may collect and process the following types of data: - Child information: name, date of birth, health information, developmental records. - Parent/carer information: name, address, contact details, emergency contacts. - Staff information: employment records, payroll details, qualifications, DBS checks. - Visitor information: sign-in logs, CCTV (if applicable).

### 4. Legal Basis for Processing

We process personal data under the following lawful bases: - Legal obligation (e.g., safeguarding, reporting requirements) - Contractual necessity (e.g., childcare agreements) - Vital interests (e.g., medical emergencies) - Public task - Consent (where specifically required, such as certain photographs or marketing)

### 5. How Data Is Used

Personal data is used for: - Delivering childcare and education services - Ensuring the safety and wellbeing of children - Communicating with parents and carers - Administering funding and financial records - Meeting statutory obligations

### 6. Data Storage and Security

We ensure personal data is stored securely: - Paper records stored in locked cabinets - Electronic data protected by passwords, encryption, and controlled access - Staff trained on data protection responsibilities.



## 7. Data Sharing

We may share data with: - Local authorities - Ofsted - Health professionals - Emergency services - Software providers (with appropriate data processing agreements) We never sell personal data.

## 8. Retention Periods

Data is kept only for as long as necessary. We follow statutory retention schedules and commit to securely disposing of records after the retention period expires.

## 9. Rights of Data Subjects

Parents, carers, staff, and (when age-appropriate) children have the following rights: - Right to access their data - Right to rectification - Right to erasure (where applicable) - Right to restrict processing - Right to object - Right to data portability - Right to withdraw consent (for consent-based processing)

## 10. Data Breaches

Any data breach is taken seriously. We will: - Investigate immediately - Record all breaches - Notify the ICO within 72 hours when legally required - Inform affected individuals when risk is high

## 11. Consent

Where consent is required, it will be: - Freely given - Informed - Specific - Revocable at any time  
Forms will be provided for photo permissions and other optional processing activities.

## 12. CCTV (If Applicable)

Where CCTV is used: - It is for security and safeguarding - Footage is stored securely and retained for a limited period - Footage may be shared with law enforcement when necessary

## 13. Data Protection Officer (DPO)

Jenene Morgan is the appointed Data Protection Officer for JAMmy Tots Nursery and is responsible for overseeing GDPR compliance.



#### 14. Contact Details

For data protection queries or requests, please contact: Data Protection Officer (DPO): Jenene Morgan

JAMmy Tots Nursery

25 Mallards Rd, Woodford, IG8 7DF

[jammytotsnursery@gmail.com](mailto:jammytotsnursery@gmail.com)

07939271264 For data protection queries or requests, please contact: Data Protection Lead

JAMmy Tots Nursery

25 Mallards Rd, Woodford, IG8 7DF

[jammytotsnursery@gmail.com](mailto:jammytotsnursery@gmail.com)

07939271264

#### 15. Policy Review

This policy will be reviewed annually or sooner if legislation or operational changes require it.