



Little Boat Nursery – Privacy Policy

Effective Date: 17/09/2025

Address: 50 Sheep Walk, Shepperton, Middlesex, TW17 0AJ

Contact Email: info@littleboatnursery.co.uk

1. Introduction

Little Boat Nursery (“we”, “our”, “us”) respects your privacy and is committed to protecting your personal information. This Privacy Policy explains how we collect, use, store, and protect personal data about children, parents, guardians, and prospective families who register or interact with our nursery.

We process personal information in accordance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

2. Information We Collect

We collect personal data necessary for the safe operation of the nursery and to comply with statutory requirements, including:

Child Information:

- Full name, date of birth, gender, address
- Medical information (allergies, dietary requirements, medications)
- Special educational needs or additional support requirements
- GP / Doctor details

Parent / Guardian Information:

- Full name, relationship to child
- Contact information (phone numbers, email addresses, home address)
- Emergency contacts

Registration & Administrative Information:

- Attendance details, sessions booked
- Funding eligibility (15/30 hours)
- Payment and billing information
- Consent forms (photographs, media, outings, medical consent)

Website & Online Interactions:



- Information submitted via our website registration forms
 - Cookies and usage data (if applicable for website analytics)
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3. How We Use Your Information

We use personal data for the following purposes:

- To manage nursery admissions and registrations
- To provide care, education, and welfare for your child
- To contact you in emergencies or regarding your child's wellbeing
- To comply with statutory obligations (Ofsted, safeguarding, health & safety)
- To manage payments, billing, and funding claims
- To send relevant nursery communications and updates

We will **never sell your data** to third parties.

4. Legal Basis for Processing

We process personal data based on the following legal grounds:

- **Contractual necessity:** to deliver nursery services and fulfill enrolment agreements
 - **Legal obligation:** to comply with childcare regulations, safeguarding requirements, and Ofsted guidance
 - **Consent:** where specific permissions are provided (e.g., photographs, media, newsletters)
 - **Legitimate interests:** for administrative purposes, nursery operations, and safeguarding
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5. Who We Share Your Information With

Your information may be shared with:

- Ofsted and local authorities for inspection and compliance purposes
- Government agencies for funding or statutory reporting
- Third-party service providers for administrative, IT, or payment processing (e.g., nursery management software, online registration forms)
- Health professionals if required for your child's welfare or medical needs

We ensure that all third parties maintain appropriate data protection standards.



6. Data Retention

We retain personal data only for as long as necessary for nursery operations, statutory obligations, and safeguarding requirements. Typical retention periods include:

- **Child records:** until the child reaches 25 years of age (as per statutory guidance)
- **Financial records:** 6 years for accounting and HMRC purposes
- **Consent and policy records:** as long as the child is registered and for audit purposes

7. Your Rights

Under the UK GDPR, parents and guardians have the right to:

- Access personal data we hold about your child or yourself
- Request correction of inaccurate or incomplete data
- Request deletion of personal data (subject to statutory requirements)
- Restrict processing of your data
- Object to the processing of your data
- Request portability of data in a structured, commonly used format

To exercise any of these rights, please contact us at info@littleboatnursery.co.uk.

8. Security of Your Data

We implement appropriate technical and organisational measures to protect personal information against unauthorised access, disclosure, loss, or destruction.

All staff are trained in data protection procedures, and access to personal data is limited to staff who require it for nursery operations or statutory compliance.

9. Updates to This Policy

We may update this policy from time to time to reflect changes in our practices or legal requirements. Any updates will be posted on our website with the revised effective date.

10. Contact Us

If you have questions about this Privacy Policy or how we handle personal information, please contact:

Little Boat Nursery

50 Sheep Walk, Shepperton, Middlesex, TW17 0AJ

Email: info@littleboatnursery.co.uk
Phone: 07500866299

