

Privacy Notice (Updated for EYFS 2025)

Effective Date: 2nd July, 2025

Last Updated: 2nd July, 2026

Introduction

At Butterflies Nursery, we are committed to protecting your privacy and the personal data of the children in our care. This Privacy Notice explains how we collect, use, and store personal information in accordance with applicable data protection laws and regulations, including the **General Data Protection Regulation (GDPR)** and **EYFS 2025 guidelines**.

Data Controller

Nikki Westwood is the **data controller** responsible for the processing of personal data collected through our settings services.

Information We Collect

We may collect and process the following categories of personal data:

• Child Information:

- Name, date of birth, gender, and contact details.
- Medical information, allergies, dietary requirements, and other health-related details.
- Emergency contact details.

• Parent/Guardian Information:

- Names, contact details, and relationship to the child.
- Consent forms, authorisations, and permissions.

• Staff Information (if applicable):

- Names, contact details, and relevant qualifications.

Purpose of Processing

We collect and process personal data for the following purposes:

- Providing childcare services and meeting children's individual needs.
- Ensuring children's **safety, health, and well-being**.
- Effective communication with parents and guardians.
- Compliance with **legal and regulatory requirements**.
- Maintaining records for **tax and accounting purposes** (if applicable).

Legal Basis

Our processing of personal data is based on:

- The necessity of fulfilling our **childcare service contract** with parents.
- Compliance with **legal obligations** under EYFS and GDPR.
- Our **legitimate interest** in ensuring the **safety and well-being of children**.

Data Retention

We will retain personal data for as long as necessary to provide **childcare services and meet legal requirements**. After this period, data will be **securely disposed of** in compliance with data protection laws.

Data Sharing

We may share personal data with:

- **Regulatory authorities**, such as Ofsted, where legally required.
- **Emergency services** or **healthcare professionals** in case of urgent medical needs.
- **Tax or legal authorities**, if necessary for compliance.

Data Security

We implement appropriate **technical and organisational measures** to protect personal data from **unauthorised access, accidental loss, or destruction**.

Your Rights

Parents, guardians, and staff have the right to:

- **Access, rectify, or erase** personal data.
- **Restrict or object to processing** where applicable.
- Request **data portability** (transfer of data to another provider).

To exercise these rights, please contact us at [Insert contact information].

Changes to this Privacy Notice

We may update this Privacy Notice to reflect **changes in our practices, legal obligations, or EYFS requirements**. Updates will be communicated via **our website or direct notification** to parents.

Alignment with EYFS 2025 Changes

- **EYFS 2025 emphasises greater data transparency**, ensuring parents fully understand how their child's information is processed.
- This Privacy Notice aligns with the updated **EYFS safeguarding requirements**, ensuring **secure and lawful processing of children's data**.
- The framework **reinforces the importance of parental rights** regarding their child's data, which is reflected in our approach to **consent, access, and security**.

Contact Information

For any questions or concerns regarding personal data or this Privacy Notice, please contact:

Nikki Westwood

Signed: Chrissie Day

Date: 2nd July, 2025