

Privacy Notice

At Bright Beams Day Nurseries, we take your privacy and the protection of your personal data seriously. This Privacy Notice explains how we collect, use, and safeguard your information, as well as your rights regarding your data in accordance with the General Data Protection Regulation (GDPR) and relevant UK data protection laws.

1. Who We Are

Bright Beams Day Nurseries (“we”, “us”, “our”) is a childcare provider offering early years education and care for children aged 9 months to 4 years. We are the data controller for the personal information we collect from parents, guardians, staff, and children, meaning we determine how and why personal data is processed.

2. What Data We Collect

We collect personal data to ensure the effective operation of the nursery, the safety and care of the children, and to meet legal and regulatory requirements. The types of data we collect include:

Parents/Guardians:

- Full name
- Contact information (phone number, email address, home address)
- Child’s personal details (name, date of birth, health information, allergies, dietary needs)
- Emergency contact details
- Payment and billing information
- Communication preferences

Children:

- Name, date of birth, gender
- Health records, dietary requirements, special educational needs (SEN)
- Attendance records
- Progress reports and learning assessments
- Incident/accident reports

Staff:

- Full name, contact information, qualifications, and work history
- DBS checks and safeguarding records
- Payroll information, including bank details and tax information

3. How We Use Your Data

We collect and process personal data for the following purposes:

- To ensure the safety and well-being of children in our care.
- To communicate effectively with parents/guardians regarding their child's care and development.
- To manage nursery operations, including billing, invoicing, and payments.
- To comply with legal obligations, such as safeguarding and health and safety regulations.
- To assess children's learning and development, in line with the Early Years Foundation Stage (EYFS) framework.
- To manage staff employment, training, and payroll.

We will only use personal data for the purposes for which it was collected unless we reasonably consider that we need to use it for another reason that is compatible with the original purpose.

4. Legal Basis for Processing

We rely on the following legal bases to process personal data:

- **Contractual obligation:** To provide childcare services, we must process personal information relating to children, parents/guardians, and staff.
 - **Legal obligation:** We are required by law to process certain data for regulatory purposes, including safeguarding and health and safety compliance.
 - **Legitimate interest:** In some cases, we process data for the legitimate interests of operating the nursery effectively, ensuring children's well-being, and improving our services.
 - **Consent:** For specific activities (e.g., marketing communications, photos of children), we will obtain your explicit consent before processing your data.
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5. How We Store and Protect Your Data

We take appropriate technical and organisational measures to protect your personal data against unauthorised access, accidental loss, or misuse. These measures include:

- Secure electronic storage systems
- Encryption and password protection
- Restricting access to personal data to authorised personnel only
- Regular review and update of our security protocols

We will retain personal data for as long as necessary to fulfil the purposes we collected it for, including for legal, regulatory, or reporting requirements. After this period, we will securely delete or anonymise your data.

6. Sharing Your Data

We do not share your personal data with third parties except under the following circumstances:

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- With regulatory bodies, such as OFSTED, to comply with legal obligations.
- With medical professionals, in case of an emergency where your child's health is at risk.
- With service providers (e.g., payroll companies or IT support) who assist us in managing operations, and who are bound by confidentiality agreements.
- With law enforcement or government agencies, where required by law.

We will never sell your personal data to third parties for marketing or any other purposes.

7. Your Rights

Under data protection laws, you have the following rights:

- **Right to access:** You can request a copy of the personal data we hold about you or your child.
- **Right to rectification:** You have the right to correct any inaccuracies in the data we hold.
- **Right to erasure:** You can request that we delete your personal data when it is no longer needed for its original purpose.
- **Right to restrict processing:** You can request that we restrict the processing of your personal data in certain circumstances.
- **Right to object:** You can object to the processing of your data for legitimate interests or direct marketing purposes.
- **Right to data portability:** You have the right to request that we transfer your data to another service provider where applicable.

If you would like to exercise any of these rights, please contact us using the details provided below.

8. Contact Us

If you have any questions about this Privacy Notice or how we handle your personal data, or if you would like to exercise any of your rights, please contact us at:

Bright Beams Day Nurseries
15a Billacombe Road
Plymouth
Devon
PL9 7HX

9. Complaints

If you believe that we have not handled your personal data in accordance with the law, you have the right to file a complaint with the UK's Information Commissioner's Office (ICO):

ICO Contact Information

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Website: www.ico.org.uk
Telephone: 0303 123 1113

10. Use of Data for Marketing Purposes

In addition to the purposes listed above, we may also collect personal data from leads through our website, including names and contact details, to send marketing communications about Bright Beams Day Nurseries. These communications may include updates about services, promotions, events, or other news related to the nursery.

We will only send marketing communications if you have opted-in to receive such communications, and you can withdraw your consent at any time by contacting us or following the unsubscribe link included in the marketing emails.

11. Updates to This Privacy Notice

We may update this Privacy Notice from time to time to reflect changes in legal requirements or our operations. Any changes will be posted on our website, and where appropriate, we will notify you by email.

Last updated: July 2025