



Happylands Nursery GDPR & Data Protection Policy

Guided by our values: Community • Comfort • Confidence • Challenge • Curiosity

Happylands Nursery is committed to protecting the privacy and personal data of all children, families, and staff. We process personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Data Protection Principles

We ensure personal data is:

- Processed lawfully, fairly and transparently
- Collected for specified, explicit purposes
- Adequate, relevant and limited to what is necessary
- Accurate and kept up to date
- Kept only as long as necessary
- Stored securely

Lawful Basis for Processing

We collect and process personal data to fulfil our legal obligations, ensure safeguarding, deliver childcare services, and maintain accurate records. Where required, consent is obtained from parents or carers.

Types of Data We Collect

We may collect:

- Child and family information
- Medical and health information
- Emergency contact details
- Development and learning records
- Staff employment data

Data Storage and Security

We take appropriate security measures to protect personal data, including secure storage, password-protected systems, and restricted access to authorised staff only.

Sharing Information

Information may be shared with relevant professionals (e.g. health services, local authorities) where required, particularly for safeguarding or legal obligations. Data is never shared without a lawful basis.

Individual Rights

Individuals have the right to:

- Access their personal data
- Request correction of inaccurate data
- Request deletion (where appropriate)
- Restrict or object to processing
- Withdraw consent where applicable

Data Retention

Data is only kept for as long as necessary and in line with statutory requirements. Records are securely disposed of when no longer required.

Safeguarding

Safeguarding and child welfare take precedence over data protection where necessary. Information may be shared without consent if there is a safeguarding concern.

Data Breaches

Any data breaches will be reported promptly and managed in accordance with legal requirements, including notification to the Information Commissioner's Office (ICO) where necessary.

Contact

If you have any questions about how we manage personal data, please contact the nursery. Concerns can also be raised with the Information Commissioner's Office (ICO).

Last reviewed: April 2026

Next review due: April 2027