

## Privacy Policy

### Controller & Contact

**\*\*Songbirds Day Nursery & Forest School\*\***

#### **Songbirds Preston Ltd**

Email: preston@songbirdsdaynursery.com | Tel: 01482 890441

#### **Songbirds Hedon Ltd**

Email: hedon@songbirdsdaynursery.com | Tel: 01482 891331

### What We Collect

- **\*\*Children:\*\*** identity and contact data, DOB, attendance, funding eligibility, health/medical, allergies/dietary, SEND, safeguarding/welfare notes, observations, photos/videos (for non-essential uses only with consent), incident/accident reports.
- **\*\*Parents/Guardians:\*\*** identity, contact, billing and communications.
- **\*\*Staff/Applicants:\*\*** identity, contact, right-to-work, DBS, references, payroll, time & attendance, training, performance, safeguarding/disciplinary, necessary health data.

### Why We Use It (Lawful Bases)

- Provide childcare & learning (contract).
- Legal obligations (Ofsted/EYFS, HMRC, safeguarding, health & safety).
- Vital interests (medical emergencies).
- Legitimate interests (operations, site safety/CCTV).
- Consent for optional uses (e.g., marketing photos; may withdraw anytime).

### Sharing

Shared when necessary with: parents/guardians, local authority (funding/early years), Ofsted, health professionals, schools (transitions), safeguarding partners, law enforcement, insurers, IT and payroll providers under contracts with appropriate safeguards.

### Transfers

No routine transfers outside the UK. If required, we use approved safeguards.

### Retention

We keep data only as long as necessary—see our Retention Policy & Schedule.

### Your Rights

Access, rectification, erasure, restriction, objection, portability and right to complain to the ICO. Contact us to exercise your rights.

### Security

We apply technical and organisational measures as described in our Information Security Policy.