

Privacy Notice for Ringle Rainbow Nursery

This notice explains what personal data (information) we hold about you and your child, how we collect and use it, who we may share it with, how long we keep it and the rights available to you. We provide this information in accordance with UK data protection law.

Who are we?

Ringle Rainbow Nursery collects, uses and is responsible for certain personal information about children, parents, carers and other individuals. We are a data controller under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, as amended by the Data (Use and Access) Act 2025 (DUAA).

The personal information we collect and use

Information collected by us

In the course of providing education and care we collect the following personal information when you provide it to us:

- Personal information (such as name, date of birth, gender, home address and postcode)
- Special category characteristics (such as special educational needs (SEN) information, ethnicity, relevant medical information)
- Parents/Carers Information (such as name, date of birth, National Insurance or National Asylum Support Service Number)
- Financial eligibility information (such as 30 hours codes)
- Attendance information (such as sessions attended, number of absences and absence reasons)

We also obtain personal information from other sources as follows:

Kent County Council (KCC), health visitors, health professionals, previous or other early years settings, schools, SEND and other relevant professionals or agencies, where appropriate and lawful.

How we use your personal information

We use personal information where necessary to:

- check eligibility for, administer and calculate early education and childcare entitlements and funding
- provide education, care, pastoral support and appropriate support for children's learning, development, health and wellbeing
- administer nursery services, fees, funding and our contractual arrangements with families
- work with parents, carers, the local authority and relevant professionals to support children and families

- meet legal, regulatory, inspection, record-keeping, financial and policy compliance requirements
- assess, monitor and improve the quality, safety and effectiveness of our provision
- share information lawfully where necessary, including for safeguarding, child protection, SEND, health, funding and regulatory purposes
- safeguard children and protect their vital interests, including sharing relevant information without consent where this is necessary and lawful to protect a child or another person

How long your personal data will be kept

We keep personal information only for as long as it is needed for the purpose for which it was collected and to meet our legal, safeguarding, regulatory, insurance and contractual responsibilities. Financial and accounting records are normally retained for 7 years, after which they are securely destroyed unless there is a lawful reason to retain them for longer.

Records relating to individual children are retained for a reasonable period after they leave the nursery, in line with the EYFS and our retention schedule. Certain child, safeguarding or other records may need to be retained for longer where required for safeguarding, legal, regulatory or insurance purposes. When information is no longer required, it is securely deleted or destroyed.

Reasons we can collect and use your personal information

We identify and document an appropriate lawful basis for each purpose for which we use personal information. Depending on the purpose, this may include legal obligation, contract, vital interests, public task, legitimate interests or a recognised legitimate interest under Article 6 of the UK GDPR. For safeguarding, the law does not require us to obtain consent before sharing information where another lawful basis applies. Where we process special category information, such as health, ethnicity or SEND-related information, we also identify an appropriate Article 9 condition and, where required, a condition under Schedule 1 of the Data Protection Act 2018. This may include substantial public interest conditions relating to safeguarding children and individuals at risk. We rely on consent only where consent is the appropriate lawful basis.

Who we share your personal information with

- Department for Education (DfE) (statutory for early years funding and policy monitoring)
- Kent County Council Management Information & Finance (to provide funding)
- Other local authorities, or other early years settings, to resolve duplicate claims and funding queries
- Kent County Council teams working to improve outcomes for children and young people
- The Education People (TEP) who are commissioned by KCC to provide Education services for KCC including most of the CFIS services

- Commissioned providers of local authority services (such as education services)
- Kent County Council and relevant SEND, inclusion and specialist services, including the Early Years Professional Resources Group or successor services, where necessary to obtain advice and support
- Schools that you attend after leaving us
- Relevant partner organisations and statutory agencies where necessary and lawful, which may include the police, children's social care, health professionals, NHS services and other safeguarding partners
- Contracted service providers acting on our behalf, such as nursery management, IT, catering or photography providers, subject to appropriate data protection arrangements; where consent is required for a particular activity, we will obtain it

We may also share personal information with Ofsted, the Department for Education, Kent County Council, law enforcement, children's social care, health services or other authorities where required or permitted by law. Safeguarding information may be shared without consent where this is necessary and lawful to protect a child or another person.

The National Pupil Database (NPD)

We provide information to the Department for Education (DfE) and Kent County Council where required for statutory early years data collections, including the early years census. Information submitted through statutory collections may be held and used by the DfE in accordance with its published privacy information and applicable legislation.

The DfE holds and uses education data for purposes including education policy, funding, research, statistics and improving outcomes for children. Where information is included within national education datasets, the DfE controls access and sharing in accordance with data protection law and its published data-sharing arrangements.

The DfE may share education information with approved organisations where there is a lawful basis and an appropriate purpose, for example to:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The DfE applies controls to access and disclosure of education data. Decisions about sharing data are subject to legal, security and governance requirements, including consideration of the requesting organisation, purpose, sensitivity of the information and arrangements for secure handling.

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

Organisations receiving education data must comply with applicable legal, contractual and security requirements governing confidentiality, access, retention and use.

Use of Technology and Artificial Intelligence (AI)

Ringle Rainbow Nursery uses BabysDays, a nursery management system, to support administration, communication, observations, assessment and record keeping. Where digital or artificial intelligence (AI) functionality is used, staff remain responsible for checking outputs and making professional decisions.

We do not make decisions about children or families that have legal or similarly significant effects based solely on automated processing. Personal information must only be entered into systems or AI-enabled tools that the nursery has approved for that purpose and which are used in accordance with our data protection, confidentiality, safeguarding and technology procedures. Appropriate access controls and security measures are used to protect information.

Your Rights

Under UK data protection law, you have rights in relation to your personal information. The rights that apply depend on the circumstances and our lawful basis for processing. These can include the right to:

- be informed about how and why we use personal information
- request access to personal information we hold about you or, where applicable, your child (a Subject Access Request)
- ask us to correct inaccurate or incomplete personal information
- object to certain processing, including direct marketing, and to processing based on legitimate interests or recognised legitimate interests where the law provides this right
- make a data protection complaint to us and, if you remain dissatisfied, complain to the Information Commissioner
- withdraw consent at any time where we rely on consent as our lawful basis

Depending on our reason for using your information you may also be entitled to:

- ask us to delete information we hold about you
- have your information transferred electronically to yourself or to another organisation
- ask for safeguards and human intervention in relation to certain significant decisions made using automated processing, where applicable
- object to how we are using your information
- stop us using your information in certain ways

We will consider requests in accordance with data protection law. Some rights are subject to exemptions or do not apply to every lawful basis. We may also need to retain or use information to meet a legal, safeguarding or regulatory duty. We will explain our decision where we cannot comply fully with a request.

For further information about your rights and when they apply, please see the Information Commissioner's Office (ICO) guidance on individual rights under UK data protection law.

If you would like to exercise a right, please contact Penny Reidy at ringlerainbow@outlook.com

Withdrawal of consent

Where we rely on consent to process personal information, you may withdraw that consent at any time. Withdrawing consent does not affect processing that was lawful before consent was withdrawn. To withdraw consent, please contact Penny Reidy at ringlerainbow@outlook.com.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We have procedures for responding to suspected personal data breaches and will notify affected individuals and the Information Commissioner where data protection law requires us to do so.

Who to Contact and Where to go for Further Information

Please contact Penny Reidy at ringlerainbow@outlook.com to exercise a data protection right or to make a complaint about how your personal information has been collected, used, shared, secured or retained. We will provide a clear route for data protection complaints, acknowledge a data protection complaint within 30 days, take appropriate steps to investigate it, keep you informed as appropriate, and communicate the outcome without undue delay, in accordance with the Data (Use and Access) Act 2025.

If you would like to get a copy of the information about you that KCC shares with the DfE or how they use your information, please contact the Information Resilience and Transparency Team at data.protection@kent.gov.uk.

For more information about services for young children, please go to: <http://www.kent.gov.uk/education-and-children/childcare-and-pre-school> or the KCC website at www.kent.gov.uk

UK data protection law also gives you the right to complain to the Information Commissioner's Office (ICO). You can find current contact details and complaint guidance at <https://ico.org.uk/make-a-complaint/> or telephone 0303 123 1113.

For further information visit <https://www.kent.gov.uk/about-the-council/about-the-website/privacy-statement>

For further information about how the Department for Education uses your information:

To find out more about the pupil information we share with the DfE, for the purpose of data collections, go to <https://www.gov.uk/guidance/early-years-census>

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

For more information about the DfE's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Last updated

We may update this privacy notice periodically to reflect changes in our practices, services, guidance or the law.

Policy date: 1 September 2026
Review date: 1 September 2027