



# Buttercup Montessori Kindergarten Privacy Policy

## Introduction

At Buttercup Montessori, we are committed to protecting both your and your child's personal information. This privacy policy explains:

- What data we collect
- Why we collect it
- How we store and protect it
- When and why we share it
- Your rights regarding your data

If you have any questions, please contact our Data Protection Officer, Charlotte Cochrane (Area Manager).

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## Why We Collect and Use Your Child's Information

We collect and store personal data in line with the UK General Data Protection Regulation (UK GDPR) and the Early Years Foundation Stage (EYFS) statutory framework. We use this data to support children's learning and development, conduct assessments in line with EYFS requirements, safeguard children in accordance with relevant laws, comply with government legislation, assess the quality of our services and contact you regarding your child's care.

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## What Data We Collect

We collect two types of records which may include developmental and personal records. Developmental records include information collected before your child starts at Buttercup Montessori, two-year-old progress checks, observations, photographs, video clips, and samples of work. We also include a summary of your child's EYFS profile report. Personal records include personal details such as name, date of birth, ethnicity, language, nationality and emergency contacts. Contractual details such as attendance schedule, funding entitlement, and fee records are also collected. Health and well-being information includes accident reports, medication records and daily health updates. Safeguarding records include welfare concerns, actions taken and reports for Looked After Children. We also store special educational needs (SEN) support, including targeted plans and intervention records. Additionally, correspondence and reports such as letters, emails and communication with external agencies are kept.

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## How We Collect Your Information

Some information is mandatory, while other details are voluntary. Each form you complete will state whether providing certain data is a legal requirement or optional. We do not require parental consent to collect legally required data, such as funding eligibility or safeguarding records, as we have a lawful basis for processing this information under the UK GDPR.

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## How We Store Your Child's Data

We store records securely in both physical and digital formats. Physical records are stored in a locked cabinet within the nursery office, while some documents, such as health care plans and contact sheets, may be kept in rooms for staff reference. Digital records are stored securely on our Early Years Management Software, 'Family' and 'Funding Loop', both of which are password-protected and accessible only to authorised staff.

In terms of retention periods, general records are kept for seven years after a child leaves, safeguarding records are retained until the child is 24 years old, accident records are kept until the child is 24 years old, and emails and digital communication are retained for two years unless needed longer.





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## Sharing Information

We treat all information as confidential and do not share data without your consent unless legally required. We routinely share data with our local authority for Early Education Entitlement funding and census reporting, as well as with the Department for Education (DfE) as part of statutory data collection. We may share data without consent if a child is suffering or at risk of significant harm, if it is necessary to prevent harm or support safeguarding investigations, or if it is required for law enforcement purposes. Our full Information Sharing & Confidentiality Policy is available, please speak to your kindergarten Manager.

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## Your Rights Under UK GDPR

You have the right to request access to personal data we hold about you or your child. You can withdraw consent for any data provided voluntarily and object to processing that causes harm or distress. You can also correct inaccurate information, request deletion of data (except where legally required to retain it) and object to automated decision-making (if applicable).

To request access to your child's records, contact Charlotte Cochrane, Data Protection Officer (Area Manager). We will respond within one month, as required by law.

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## How We Handle Data Breaches

If a data breach occurs that poses a risk to personal information, we will:

1. Notify affected individuals as soon as possible
2. Report the breach to the Information Commissioner's Office (ICO) within 72 hours if required
3. Take steps to prevent future breaches

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## Concerns & Complaints

If you have concerns about how we handle your data, you should, in the first instance, raise your concern with the kindergarten or directly with the Information Commissioner's Office.

File a complaint with the Information Commissioner's Office (ICO): <https://ico.org.uk/concerns/>

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## Final Notes

This privacy policy is reviewed annually to ensure compliance with data protection laws.  
A copy of this policy is available upon request.

Last Updated: March 2025

