**At Jumping Jo’s, we follow the legal guidelines of GDPR. This is an excerpt from our original GDPR that contains any information you may need on how we use and store your data.**

**Children:**

We will collect, store, and use the following categories of personal information about Children:

1. Name
2. Date of birth
3. Home address
4. Dietary requirements
5. Attendance information
6. Photographs and video clips of the Child to signpost Children to where their belongings are stored at the Nursery that they attend, and also for general display purposes
7. Emergency contact should Parents be unavailable and the emergency contact’s contact details
8. Record profile for each Child containing the work of the Child whilst at the Nursery, observations about the Child’s development whilst at the Nursery from Employees of the Nursery, specific examples of the Child’s progress, photographs demonstrating the Child’s development whilst at the Nursery, and personal details of the Child (e.g. their date of birth) (“Progress Report”)
9. Records relating to individual Children e.g. care plans, common assessment frameworks, speech and language referral forms
10. Accidents and pre-existing injuries forms
11. Records of any reportable death, injury, disease or dangerous occurrence
12. Observation, planning and assessment records of Children

We may also collect, store and use the following “special categories” of more sensitive personal information:

• Information about a Child’s race or ethnicity, spoken language and nationality.

• Information about a Child’s health, including any medical condition, health and sickness records.

• Information about a Child’s accident or incident reports including reports of pre-existing injuries.

• Information about a Child’s incident forms / child protection referral forms / child protection case details / reports.

**Parents:** We will collect, store, and use the following categories of personal information about Parents:

1. Name
2. Home address
3. Telephone numbers, and personal email addresses.
4. National Insurance number.

• Information about a Parent’s race or ethnicity, spoken language and nationality.

 • Conversations with Parents where Employees of the Nursery deem it relevant to the prevention of radicalisation or other aspects of the governments Prevent strategy.

**If Employees and Parents fail to provide personal information**

If Employees and Parents fail to provide certain information when requested, we may not be able to perform the respective contracts we have entered into with Employees and Parents, or we may be prevented from complying with our respective legal obligations to Employees, Children and Parents.

**Change of purpose**

We will only use Your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use Your personal information for an unrelated purpose, we will notify the Employee, Child or Parent, as is appropriate in the circumstances, and we will explain the legal basis which allows us to do so.

Please note that we may process an Employee’s, a Child’s or a Parent’s personal information without their respective knowledge or consent, as relevant to the circumstances, in compliance with the above rules, where this is required or permitted by law.

**CHANGES TO THIS PRIVACY NOTICE**

We reserve the right to update this privacy notice at any time, and we will provide You with a new privacy notice when we make any substantial updates. We may also notify You in other ways from time to time about the processing of your personal information.

**If you have any questions about this privacy notice,**

**please contact Nicky Timms Nursery Manager**

**DATED Feb 2025**