



The Butterfly Rooms (Incorporating Woodlands) LTD

Tank Hill Road | Purfleet | Essex | RM19 1TA

Registered Charity Number: 1148068 | Ofsted Number: 453859 | Company Number: 7984150 | *Limited by Guarantee*

Telephone Number: 01708 863 737

Privacy Notice Policy

Introduction

The Butterfly Rooms is committed to protecting the privacy and security of personal data. We process personal data in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and relevant updates such as the Data (Use and Access) Act 2025.

This notice explains how and why we collect, use, store, and share personal information in line with Early Years Foundation Stage (EYFS 2024/2025 framework requirements) and Ofsted expectations.

Data Controller and Contact Details

The Butterfly Rooms is the Data Controller responsible for processing personal data.

Data Protection Lead: Alison Bean

We are registered with the Information Commissioner's Office (ICO) where required.

What Information We Collect

We collect and process the following personal data to meet EYFS safeguarding and welfare requirements:

Child Information

- Name, date of birth, gender, address
- Attendance records
- Developmental progress and EYFS assessments
- Health records, medical needs, dietary requirements
- Special educational needs and disabilities (SEND) information
- Safeguarding and welfare concerns
- Parental responsibility and legal arrangements

Parent/Carer Information

- Names, addresses, and contact details
- Emergency contact information
- Family circumstances where relevant to the child's wellbeing

Funding and Eligibility Information

- National Insurance numbers
- Eligibility codes and funding documentation
- Benefits-related information (where applicable)

Lawful Basis for Processing

We process personal data under the following lawful bases:

- Legal obligation – to meet EYFS, safeguarding, and childcare regulations
- Public task – delivering education and childcare
- Vital interests – protecting children's safety and wellbeing
- Consent – for optional activities (e.g., photographs, marketing)

You may withdraw consent at any time where it is the legal basis.

.Purpose of Data Processing

We use personal data to:

- Provide safe, high-quality childcare and education
- Monitor children's development in line with EYFS
- Ensure health, safety, and safeguarding
- Contact parents/carers in emergencies
- Administer funded childcare schemes
- Support transitions to schools or other settings

Use of Images and Media

With explicit parental consent, we may use photographs or videos for:

- Learning journeys and educational records
- Internal displays

We do not use children's images for marketing without separate, explicit consent. Consent can be withdrawn at any time.

Data Sharing

We only share personal data where necessary and lawful, including with:

- Ofsted for inspection and regulatory purposes
- Local Authorities for funding and safeguarding requirements
- Government eligibility checking systems
- Schools and other childcare providers (for transitions)
- Health professionals (where necessary for care)

- Social care and law enforcement agencies where required by law

We ensure all data sharing complies with safeguarding duties and data protection law.

Data Security

We take appropriate technical and organisational measures to protect data, including:

- Secure storage (locked cabinets / password-protected systems)
- Restricted staff access on a need-to-know basis
- Staff training in data protection and confidentiality
- Use of compliant digital systems and providers

Data Retention

We retain records in line with legal and EYFS guidance:

- General child records:

Retained for a reasonable period after leaving (typically until the child reaches 21 years and 3 months, in line with limitation periods – recommended best practice)

- Safeguarding records:

Retained until the child reaches 25 years old

- **Funding and financial records:**

Retained for at least 6–7 years for audit purposes

Retention periods are regularly reviewed to remain compliant.

Your Rights

Under UK GDPR, you have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request erasure (where lawful)
- Restrict or object to processing
- Request data portability

To exercise your rights, contact the Data Protection Lead.

If you are dissatisfied, you may complain to the ICO: Make a complaint to the ICO

Safeguarding Override

Please note: where safeguarding concerns arise, confidentiality may be overridden and information shared without consent in order to protect a child. This is in line with EYFS statutory safeguarding duties.

Accountability and Training

- All staff receive regular data protection and safeguarding training
- Confidentiality agreements are in place
- Data processing agreements are established with third-party providers
- Regular audits and reviews are carried out

Automated Decision-Making

Where automated systems are used (e.g. funding eligibility checks), decisions are reviewed by a member of staff to ensure fairness and accuracy.

Policy Review

This policy is reviewed annually or sooner if legislation or guidance changes, ensuring continued compliance with EYFS, Ofsted, and data protection law.

This policy was adopted by

The Butterfly Rooms Ltd

On

01st July 2026

Date to be reviewed

01st July 2027

Signed on behalf of the Management
committee

A.Thompson

Name of signatory

Miss Aimee Thompson