

Lympstone Preschool Privacy Notice



Lympstone Preschool is the data controller for the personal information we collect and use about children and their parents or carers across our preschool, breakfast club, after-school club and holiday club provision. This notice explains what information we collect, why we use it, who we share it with, how long we keep it and your rights.

For questions about your personal information or to exercise your data protection rights, contact the Preschool Manager or Business Manager at admin@lympstonepreschool.co.uk.

What Information We Collect

We collect information needed to care for children safely, support their learning and development, communicate with families, manage bookings and payments, and claim funding where applicable. This includes:

- Children's names, dates of birth, addresses, home languages and family arrangements.
- Parent/carer contact details, parental responsibility, emergency contacts and authorised collectors.
- Relevant health, allergy, dietary, medication and additional support information.
- Bookings, attendance, invoices and payment records.
- Learning and development records, photographs and recorded parental permissions.
- Safeguarding information, held separately from Learning Journals.
- Funding eligibility information and supporting documents, where applicable.
- CCTV images, as explained below.

Most information comes directly from families. We may also receive relevant information from other childcare settings, schools, health professionals, the local authority or safeguarding agencies.

Why We Use Information and Our Legal Reasons

- We provide childcare and manage bookings, fees and communication with families to perform our contract with parents/carers.
- We meet our legal duties concerning children's safety, welfare, learning and development, relying on legal obligations.
- We check funding eligibility, claim funding and maintain audit records to meet applicable legal and funding obligations, and our legitimate interests in administering agreed funding.
- We protect children and work with safeguarding agencies under applicable legal duties or legitimate interests in safeguarding children. In emergencies, we may also rely on vital interests to protect someone's life.
- We use CCTV for our legitimate interests in premises security and safety during operating hours.
- We seek consent for optional uses, such as publicity photographs. Consent can be withdrawn at any time without affecting the child's place.

Health and some safeguarding information receive additional protection under data protection law. For routine health, allergy, medication and SEND information provided by parents, we obtain explicit consent to record, store and use it to plan and deliver the child's care and support. Planned referrals and additional support use separate permissions where appropriate. Necessary safeguarding processing may rely on the safeguarding condition under the Data Protection Act 2018 where its requirements are met. Information needed to establish, exercise or defend legal claims may be retained under the applicable legal-claims condition.

Information needed for safe care, registration or funding is required for those purposes. Optional permissions are clearly identified on our forms. If health-information consent is withdrawn, we will discuss how this affects the care we can safely provide. Withdrawal does not affect earlier lawful processing; records may still be retained where another lawful basis and applicable condition require or permit this.

Who We Share Information With

We share relevant information only where necessary and lawful, including with:

- Devon County Council and relevant government bodies for funding, eligibility checks and statutory returns.
- Ofsted and other authorities carrying out their regulatory duties.
- Schools, other childcare settings and professionals supporting a child's transition or additional needs.
- Safeguarding agencies and emergency services where necessary to protect a child or respond to an emergency.
- Our insurers and legal advisers where needed for advice or a claim.

We use Learning Journals for child records, family communication and invoicing. Authorised service providers may process information on our behalf under appropriate data protection agreements. Some providers, including SumUp for payment processing, also act as independent data controllers for their own purposes.

We limit information sharing to what is needed for the purpose. We seek consent where appropriate; necessary safeguarding disclosures may take place without consent.

How Long We Keep Information

- General registration, routine attendance and permission records: three years after the child leaves.
- Routine accident and medication records: three years after the child leaves.
- Funding declarations and necessary supporting audit evidence: seven years after the child's funding at Lymptone Preschool ends.
- Reportable child accident records, early help safeguarding records and formal SEN support records: until the child's 25th birthday. Longer periods apply where required for particular safeguarding records.
- Invoices, payment and accounting records: six years from the end of the financial year in which they were made, or longer where funding requirements or an ongoing investigation or claim require this. Where more than one period applies, we use the period that ends later.

- Learning Journals accounts: deactivated within three working days of leaving, archived for one year, then permanently deleted. Records requiring longer retention are exported and stored securely before deletion.
- CCTV recordings: normally permanently deleted after 30 days, subject to the evidence exception below.

Records needed for an ongoing investigation, complaint or legal claim are retained until the matter is resolved and any applicable retention requirement has been met. Records are securely destroyed when their retention period ends.

How We Protect Information

We store paper records securely and protect electronic records with appropriate access controls. Access is limited to authorised people who need the information for their role. Safeguarding records are held separately from Learning Journals with restricted access. Staff are expected to follow our data protection and confidentiality procedures.

We use Microsoft 365 for email, OneDrive for current-year documents, WhatsApp Business for general parent communication, Learning Journals for child records, communication and invoicing, SumUp for fundraising and donations, and Xero for accounting.

Archived electronic records are stored on encrypted USB devices kept locked away, with access restricted to authorised people. After archiving, the documents are removed from OneDrive. Records follow the retention periods set out in this notice.

CCTV

We use CCTV for premises security and to support safety during operating hours. Images are viewed live while the setting is open; recording takes place only when the setting is closed. No audio is captured.

Recordings are normally permanently deleted after 30 days. Relevant footage may be retained longer where needed as evidence of a suspected crime, including break-ins or theft, or for an ongoing investigation or legal proceedings. It will be stored securely, shared only where necessary and lawful, and deleted when no longer required. Access is restricted to authorised people, and any disclosure must be necessary and lawful.

Electronic Services and International Transfers

Learning Journals stores child profile data in the UK, and our Microsoft 365 email and document storage location is the UK. Some service providers, including WhatsApp Business, Xero and SumUp, may process information outside the UK. Their applicable terms provide for international-transfer safeguards, including adequacy arrangements or approved contractual safeguards.

Further information about providers' data storage and international-transfer safeguards is available in their privacy notices and applicable data-transfer terms:

[Microsoft](#)

[Learning Journals](#)

[WhatsApp Business UK data transfer terms](#)

[Xero](#)

[SumUp](#)

Your Rights and Complaints

Depending on how and why we use your information, you may have the right to access it, correct inaccuracies, request deletion, restrict its use, object to its use or receive it in a portable format.

Where we rely on consent, you can withdraw it at any time. Some records must still be retained to meet legal requirements.

To make a request, contact the Preschool Manager or Business Manager at admin@lympstonepreschool.co.uk. We normally respond within one month. If a lawful extension is needed, we will explain why.

You can also complain to the Information Commissioner's Office:

[ICO complaints](#)