



# Privacy Policy

## Introduction

The Owl and Pussycat Nursery is committed to protecting the privacy and personal data of all children, parents/carers, staff and visitors. We ensure that all personal information is handled in accordance with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Relevant Scottish early years legislation

We recognise our duty to uphold children's rights, wellbeing and dignity in line with national guidance and best practice.

## Regulatory Framework

- This policy aligns with the requirements of: Care Inspectorate / Health and Social Care Standards

All registered childcare services in Scotland must comply with these standards, which promote dignity, respect, wellbeing and high-quality care

## What Information We Collect

### Children

- Name, date of birth, address
- Emergency contacts and family details
- Medical information, allergies, additional support needs
- Attendance, learning and development records
- Safeguarding information where required

### Parents/Carers

- Contact details
- Payment and funding information
- Communication records



## **Staff**

- Recruitment and employment records
- Qualifications and training
- PVG and safeguarding information

## **Why We Collect Information**

We process personal data to:

- Provide safe, high-quality childcare and education
- Support children's development and wellbeing
- Communicate effectively with families
- Meet safeguarding responsibilities
- Comply with legal and regulatory obligations

This reflects statutory duties under Scottish childcare legislation and early learning provision.

## **Legal Basis for Processing**

We process information under the following lawful bases:

- Legal obligation (e.g. registration and inspection requirements)
- Vital interests (to protect children's safety)
- Public task (delivery of early learning and childcare)
- Consent (e.g. photos, observations shared with parents)

## **Sharing Information**

We only share information when necessary and lawful. This may include:

- Local authority early years services
- Health professionals (e.g. health visitors)
- Social work or Police Scotland (for safeguarding)
- Care Inspectorate



Information is shared strictly in line with confidentiality and child protection requirements.

## **Data Storage and Security**

We ensure that:

- Records are stored securely (locked or password protected)
- Access is limited to authorised staff only
- Information is retained only as long as necessary
- Data is disposed of securely

Confidentiality is always maintained, and breaches are managed through formal procedures.

## **Your Rights**

Under data protection law, individuals have the right to:

- Access their personal data
- Request correction of inaccurate data
- Request deletion where appropriate
- Withdraw consent at any time

Failure to provide required information may impact our ability to deliver childcare services.

## **Links to National Standards**

This policy supports the principles of the Health and Social Care Standards:

- Dignity and respect
- Compassion
- Inclusion
- Responsive care and support
- Wellbeing



These standards ensure that all children and families experience high-quality care and are fully involved in decisions about their support.

## Contact Information

For any queries regarding this policy or your data:

### **The Owl and Pussycat Nursery**

1 Montgomery Lane, Irvine, KA12 8PS

[manager@owlandpussycatnursery.com](mailto:manager@owlandpussycatnursery.com)

01294 270700

You also have the right to contact the Information Commissioner's Office (ICO) if you have concerns.

Signed: Karen Thomson      Role: Manager

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