



Privacy Notice

Happy Hoglets Nursery

A provision operated by EDUART C.I.C.

Last updated: August 2026

Review date: August 2027

At **Happy Hoglets Nursery**, we take the privacy and security of children, parents, carers, staff and visitors seriously.

Happy Hoglets Nursery is a provision operated by **EDUART C.I.C.** Therefore, **EDUART C.I.C. is the data controller** responsible for the personal information we collect and process in connection with Happy Hoglets Nursery.

This Privacy Notice explains what personal information we collect, why we collect it, how we use it, who we may share it with, how we keep it secure and the rights individuals have in relation to their personal information.

We process personal information in accordance with the **UK General Data Protection Regulation (UK GDPR)**, the **Data Protection Act 2018**, the **Data (Use and Access) Act 2025**, and other applicable data protection legislation and guidance.

Because Happy Hoglets works with young children, we recognise that children's personal information requires particular care and protection. The ICO recommends that organisations handling children's information take account of children's best interests and provide clear, accessible privacy information.

1. Who are we?

EDUART C.I.C. operates Happy Hoglets Nursery as part of its educational and community provision.

For data protection purposes:

Data Controller:

EDUART C.I.C.

Service: Happy Hoglets Nursery

Contact:

EDUART C.I.C.

Plymouth, Devon, United Kingdom

Email: eduartcic@gmail.com



If you have questions about how we use your personal information, please contact us using the details above.

2. What personal information do we collect?

Depending on the nature of our relationship with you and your child, we may collect and process the following information.

Information about children

This may include:

- child's name;
- date of birth and age;
- address;
- photographs and, where applicable, video recordings;
- parent/carer contact details;
- emergency contact information;
- information about who has parental responsibility;
- authorised collection arrangements;
- attendance information;
- registration and booking information;
- learning and development information;
- observations and assessments;
- information relating to the child's interests, abilities and individual needs;
- language and communication information;
- EAL/multilingual language information;
- dietary requirements;
- allergies and intolerances;
- medical information;
- medication information;
- health and care information;
- SEND information and support requirements;
- safeguarding information where necessary;
- information required to support the child's wellbeing, safety and development.

Information about parents and carers

We may collect:

- names;



- addresses;
- telephone numbers;
- email addresses;
- relationship to the child;
- parental responsibility information;
- emergency contact information;
- payment and billing information;
- information provided during registration and enrolment;
- communications with the nursery;
- information relating to attendance, bookings and contractual arrangements.

Information about staff, students, volunteers and visitors

Where applicable, we may process:

- names and contact details;
 - qualifications and professional experience;
 - employment information;
 - training and safeguarding information;
 - DBS and suitability information;
 - right-to-work information;
 - emergency contact information;
 - attendance records;
 - photographs or other media where appropriate and authorised.
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3. Why do we collect and use personal information?

We use personal information to:

- provide safe, effective and appropriate early years education and care;
- support children's learning, development and wellbeing;
- understand and respond to children's individual needs;
- meet safeguarding responsibilities;
- manage children's attendance and collection arrangements;
- respond to medical, dietary and emergency needs;
- support children with SEND and EAL/multilingual needs;
- communicate with parents and carers;
- maintain children's learning and development records;
- manage registrations, bookings and payments;



- comply with legal and regulatory requirements;
 - meet our responsibilities as an early years provider;
 - maintain appropriate records;
 - manage staff, volunteers and visitors;
 - protect the health, safety and welfare of children and adults;
 - investigate and respond to concerns, complaints or incidents;
 - improve our services and provision;
 - communicate information about nursery activities and events where appropriate;
 - maintain the security of our premises, systems and information.
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4. Our lawful bases for processing

Under the UK GDPR, we must have a lawful basis for processing personal information.

Depending on the circumstances, we may rely on:

Legal obligation

We may process information where this is necessary for us to comply with a legal or regulatory obligation.

Contract

We may process information where this is necessary to provide our services under an agreement with a parent or carer.

Legitimate interests

We may process information where it is necessary for our legitimate interests, provided that these interests do not override the rights and freedoms of the individual.

Vital interests

In an emergency, we may process information where this is necessary to protect someone's life or prevent serious harm.

Public task

Where applicable, we may process information where necessary for a task carried out in the public interest or in the exercise of official authority.

Consent

Where consent is the appropriate lawful basis, we will ask for consent in a clear and specific way.



Where processing is based on consent, consent can normally be withdrawn at any time. Withdrawal of consent does not affect the lawfulness of processing carried out before consent was withdrawn.

5. Children's personal information

Children's information receives particular protection.

We consider the **best interests of the child** when collecting, using or sharing children's personal information.

We only collect information that is relevant and necessary for the purposes for which it is processed, and we take appropriate measures to protect it.

The ICO confirms that children have data protection rights and should receive clear information about how their personal information is used.

Because many of the children attending Happy Hoglets are very young and may not yet be able to read, our primary privacy information is provided to parents and carers. We also aim to explain privacy and the use of information to children in an age-appropriate manner through everyday interactions.

6. Special category information

Some information we process may be considered **special category data** under data protection legislation.

This may include information relating to:

- health;
- medical conditions;
- allergies;
- dietary requirements where they reveal health information;
- disability;
- SEND;
- certain safeguarding circumstances.

We only process such information where an appropriate lawful basis and special category condition applies.

This information may be essential to keeping a child safe and ensuring that appropriate care and support are provided.



7. Safeguarding information

Safeguarding is a fundamental responsibility of Happy Hoglets Nursery.

Where necessary, we may collect, record and share information relating to safeguarding concerns.

We may share information with appropriate professionals or authorities where there is a legitimate safeguarding reason or where we are legally required or permitted to do so.

The protection and welfare of the child will be a primary consideration when making safeguarding-related decisions.

8. EAL and multilingual information

Happy Hoglets is a multilingual and culturally inclusive nursery.

We may collect information about the languages a child understands or speaks where this information helps us:

- communicate effectively with the child;
- support their language and communication development;
- understand their individual needs;
- work effectively with parents and carers;
- support children who are learning English as an additional language (EAL);
- provide an inclusive learning environment.

We do not use language or cultural information to discriminate against children or families.

9. Photographs, videos and children's work

We may take photographs, videos or other recordings as part of nursery activities, learning documentation and celebrations.

We will explain how photographs and recordings may be used and, where consent is required, obtain the appropriate consent from parents or carers.

Possible uses may include:

- children's individual learning records;
- internal nursery documentation;
- displays within the nursery;
- newsletters;



- nursery communications;
- our website;
- social media;
- promotional or educational materials.

Parents and carers will be given appropriate information and choices regarding the use of photographs and recordings.

Photographs or videos will not be used for purposes that are incompatible with the purpose for which they were collected.

10. Who may we share information with?

We only share personal information where there is an appropriate lawful basis and where sharing is necessary and proportionate.

Depending on the circumstances, information may be shared with:

- parents or carers with appropriate rights;
- emergency services;
- healthcare professionals;
- local authority services;
- safeguarding professionals;
- Ofsted and other regulatory bodies;
- schools or other educational settings where appropriate;
- professionals supporting a child's SEND or wellbeing;
- government departments or agencies where legally required;
- our professional advisers;
- IT, software, payment and administrative service providers acting on our behalf.

When we use third-party organisations to process personal information on our behalf, we take appropriate steps to ensure that suitable data protection arrangements are in place.

We do not sell children's or families' personal information.

11. International transfers

Some of the technology and service providers we use may process information outside the United Kingdom.



Where personal information is transferred outside the UK, we will ensure that appropriate safeguards and legal mechanisms are in place in accordance with applicable data protection law.

12. How do we keep information secure?

We use appropriate technical and organisational measures to protect personal information from:

- unauthorised access;
- accidental loss;
- misuse;
- alteration;
- disclosure;
- destruction.

Access to personal information is restricted to people who have a legitimate need to access it.

Staff and other authorised individuals are expected to follow our confidentiality, safeguarding and data protection procedures.

13. How long do we keep information?

We retain personal information only for as long as necessary for the purpose for which it was collected, or for as long as we are required to keep it by law, regulation, safeguarding requirements, contractual obligations or other legitimate purposes.

Retention periods may differ depending on the type of information.

For example, children's registration, attendance, learning, safeguarding, health and financial records may be subject to different retention requirements.

When information is no longer required, it will be securely deleted, destroyed or anonymised where appropriate.

14. Your data protection rights

Under data protection legislation, individuals have rights relating to their personal information.

Depending on the circumstances, these include the right to:



- be informed about how personal information is used;
- request access to personal information;
- request correction of inaccurate or incomplete information;
- request erasure of personal information in certain circumstances;
- request restriction of processing in certain circumstances;
- object to certain types of processing;
- request data portability where applicable;
- withdraw consent where processing is based on consent.

Children also have data protection rights. The way these rights are exercised may depend on the child's age, maturity, understanding and the circumstances involved.

Parents and carers should contact us if they wish to exercise a data protection right on behalf of a child.

We may need to verify the identity of the person making a request before providing information.

15. Access to your information

If you would like to request a copy of personal information we hold about you or your child, please contact:

EDUART C.I.C.

Happy Hoglets Nursery

Email: eduartcic@gmail.com

We will respond to requests within the timescale required by applicable data protection legislation.

16. Complaints about data protection

If you have concerns about the way we have handled your personal information, we encourage you to contact us first so that we can investigate and respond to your concerns.

You also have the right to complain to the **Information Commissioner's Office (ICO)** if you believe that your personal information has not been handled in accordance with data protection law.

[?url?Information Commissioner's Office \(ICO\)?https://ico.org.uk/make-a-complaint/?](https://ico.org.uk/make-a-complaint/)



17. Website cookies

Our website may use cookies and similar technologies.

Where required, we will provide appropriate information about cookies and obtain consent where applicable.

Our cookie information may be provided separately from this Privacy Notice.

18. Changes to this Privacy Notice

We may update this Privacy Notice from time to time to reflect:

- changes in legislation;
- changes in regulatory guidance;
- changes to our services;
- changes to the way we process personal information;
- improvements to our policies and procedures.

The latest version will be made available on the Happy Hoglets Nursery website.

We recommend reviewing this notice periodically.

19. Contact us

If you have any questions about this Privacy Notice or how we use personal information, please contact:

EDUART C.I.C.

Happy Hoglets Nursery

Plymouth, Devon, United Kingdom

Email: eduartcic@gmail.com

Website: eduartcic.org

Our commitment

At Happy Hoglets Nursery, privacy is part of safeguarding.

We understand that families place significant trust in us when they share information about their children. We are committed to treating that information with care, respect and confidentiality and to using it responsibly to support every child's **safety, wellbeing, learning and development.**



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