

Bizzie Lizzies Nursery and Pre School.

Nursery Ofsted URN- EY392303  
Preschool Ofsted URN – EY2549120 RP  
number - 906327

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#### GDPR PRIVACY NOTICE

Bizzie Lizzies Nursery and Preschool is committed to protecting the privacy and security of your personal information.

This privacy notice explains how the Nursery collects, stores, and uses personal information about:

- **Employees** of the Nursery (“Employees”),
- **Children** attending the Nursery (“Child” or “Children”), and
- **Parents** of the Children (“Parents”)

(collectively referred to as “You” or “Your”) in accordance with the General Data Protection Regulation (GDPR).

Bizzie Lizzies Nursery is a **data controller**, which means we are responsible for deciding how we hold and use personal information about You. Under data protection law, we are required to inform You about how we process Your personal information, as outlined in this notice.

This notice applies to Employees, Children, and Parents. It does not form part of any contract of employment or other contract for services. We may update this notice from time to time; if we do, we will provide You with an updated copy as soon as reasonably practicable.

It is important that Employees, Children, and Parents read and retain this notice, along with any other privacy notices provided when we collect or process personal information. This

ensures You are aware of how and why we use such information and what Your rights are under data protection legislation.

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## DATA PROTECTION PRINCIPLES

We comply with data protection law. This means the personal information we hold about You will be:

1. Processed lawfully, fairly, and transparently.
  2. Collected for specified, explicit, and legitimate purposes and not used in a manner incompatible with those purposes.
  3. Adequate, relevant, and limited to what is necessary for the purposes for which it is processed.
  4. Accurate and kept up to date.
  5. Retained only for as long as necessary for the purposes for which it was collected.
  6. Kept securely.
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## THE KIND OF INFORMATION WE HOLD ABOUT YOU

**Personal data** refers to any information about an individual from which they can be identified. It does not include information where the identity has been removed (anonymous data).

Some personal data is classified as **special categories**, which are more sensitive and require higher protection (e.g., information about health or ethnicity).

### Employees:

We may collect, store, and use the following personal information about Employees:

- Personal contact details (name, title, address, telephone number, email)
- Date of birth
- Marital status and dependants
- Next of kin and emergency contact information

- National Insurance number
- Bank account details, payroll, and tax information
- Salary, annual leave, pension, and benefits information
- Employment starts date and continuous employment history
- Workplace location
- Copy of driving licence (if applicable)
- Recruitment information (including right to work documentation, references, CVs, and cover letters)
- Employment records (job titles, work history, hours, holidays, training, and professional memberships)
- Personnel files, performance information, disciplinary and grievance records, and working time records
- Records of your use of our IT systems
- Records of any reportable accidents, injuries, or dangerous occurrences

**Special categories of Employee information** may include:

- Race or ethnicity
  - Health information, including medical conditions, accidents, sickness records, and information related to pensions or permanent health insurance where employment ends due to health reasons
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## **HOW IS YOUR PERSONAL INFORMATION COLLECTED?**

### **Employees:**

We collect personal information during recruitment, either directly from candidates or from employment agencies/background check providers. Additional information may be collected from former employers or credit/reference agencies. We also collect personal information throughout employment as needed for job-related purposes.

### **Children and Parents:**

Information is collected from Parents during initial enquiries, the enrolment process, and throughout the period a Child attends the Nursery.

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## HOW WE USE INFORMATION ABOUT YOU

We will only use Your personal information when legally permitted. Common circumstances include:

1. Performing a contract with You
2. Complying with a legal obligation
3. Pursuing legitimate interests where Your rights do not override those interests

Rare circumstances may include:

1. Protecting Your or someone else's interests
2. Acting in the public interest or for official purposes

**Employee-specific uses of personal information** include:

- Recruitment and appointment decisions
- Verifying legal entitlement to work in the UK
- Payroll, tax, and benefits administration
- Pension enrolment and management
- Administering employment contracts
- Performance and salary reviews
- Training, education, and development
- Disciplinary or grievance proceedings
- Termination of employment
- Legal disputes, including workplace accidents
- Health, safety, and sickness management
- IT and network security, including monitoring system usage

- Fraud prevention
- Equal opportunities monitoring

Some purposes may have multiple legal bases for processing.

### **Privacy Notice – Use of Personal Information**

#### **1. Situations in Which the Nursery Will Use Personal Information of Children**

We require all categories of information listed in the **Children Section** of the paragraph entitled *“The Kind of Information We Hold About You”* primarily to perform our obligations, including legal obligations toward children. The circumstances in which we process personal information of children include:

- With parental consent, sharing children’s personal data with schools to support progression to the next stage of their education.
- Sharing children’s personal information with local authorities without parental consent when child protection is necessary.
- Sharing children’s personal information with local authorities without parental consent for funding purposes.
- Granting Ofsted access to nursery systems to review child protection records.
- Ensuring we meet the needs of children.
- Enabling the nursery to receive appropriate funding.
- Reporting on a child’s progress while at the nursery.
- Checking safeguarding records.
- Checking complaint records.
- Recording attendance patterns.
- Providing progress reports to parents for submission to schools for applications or enrolment purposes.

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#### **2. Situations in Which the Nursery Will Use Personal Information of Parents**

We require all categories of information listed in the **Parents Section** of the paragraph entitled *“The Kind of Information We Hold About You”* to perform our contracts with parents and to comply with legal obligations. Processing of parents’ personal information includes:

- Sharing personal information with local authorities without parental consent for funding purposes.
  - Reporting on a child’s attendance.
  - Contacting a parent or a child’s emergency contact regarding the child.
  - Ensuring nursery fees are paid.
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### **3. If Employees or Parents Fail to Provide Personal Information**

If employees or parents fail to provide requested personal information, we may be unable to:

- Perform contracts with employees or parents.
  - Comply with legal obligations toward employees, children, or parents.
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### **4. Change of Purpose**

We will only use personal information for the purposes for which it was collected unless we reasonably determine a new purpose is compatible with the original. If we need to use information for an unrelated purpose, we will notify the relevant employee, child, or parent and explain the legal basis for doing so.

In certain circumstances, we may process personal information without knowledge or consent if required or permitted by law.

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### **5. How We Use Particularly Sensitive Personal Information**

Special categories of personal information require higher protection and further justification for collection, storage, and use. We maintain a policy and safeguards to comply with legal requirements.

We may process sensitive personal information in the following circumstances:

1. With explicit written consent from an employee or parent.
2. To comply with legal obligations or exercise employment rights.
3. When necessary, in the public interest, e.g., equal opportunities monitoring or pension administration.
4. Less commonly, to protect interests where consent is not possible or information has been made public.

## **Nursery Obligations as an Employer**

We use sensitive personal information of employees to:

- Manage leaves of absence, including sickness or family-related leave, in compliance with laws.
- Ensure health and safety, assess fitness to work, provide workplace adjustments, manage sickness absence, and administer benefits.
- Monitor equal opportunities using data on race, ethnicity, religion, beliefs, sexual life, or sexual orientation.

**Consent:** Consent is not required if processing is necessary to comply with legal obligations or exercise employment rights. Where requested, consent is voluntary and not a condition of employment.

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## **6. Information About Criminal Convictions**

We process criminal conviction information only where legally permitted, e.g., via DBS checks. Processing may include:

- Conducting DBS checks and recording associated details.
  - Using information as required by law or for legal claims or to protect individuals' interests.
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## **7. Automated Decision-Making**

Automated decision-making occurs when decisions are made by systems without human intervention. This may occur:

1. Where employees or parents are notified and given 21 days to request reconsideration.
2. When necessary to perform a contract, with safeguards in place.
3. With explicit consent, in limited circumstances, with appropriate safeguards.

Decisions based solely on sensitive data require explicit consent or must be justified in the public interest.

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## **8. Data Sharing**

We may share personal information with third parties, including service providers, local authorities, regulatory bodies, schools, and other group entities.

### **Reasons for sharing:**

- Legal obligations.
- Administering employment or childcare arrangements.
- Legitimate interests of the nursery.

### **Third-party security:**

- All third parties must follow security protocols and process data only per our instructions.

### **Other scenarios:**

- In a business sale or restructuring, we may share anonymized or necessary data.
  - Sharing may also occur to comply with regulators or legal requirements.
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## **9. Data Retention**

We retain personal information only as long as necessary for the purposes collected, including legal, accounting, or reporting requirements. Retention periods depend on the nature, sensitivity, and purpose of the data.

Information may be anonymized once no longer needed. After an employee, child, or parent relationship ends, data will be securely destroyed in line with policy or law.

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## **10. Rights of Access, Correction, Erasure, and Restriction**

Employees and parents must keep personal information accurate and up to date. Rights include:

- Access to personal information.
- Correction of inaccurate information.
- Erasure of information where no longer necessary.
- Objection to processing on legitimate interest grounds.
- Restriction of processing.
- Transfer of information to another party.

Requests should be submitted in writing to the nursery manager. No fee is required, though identity verification may be necessary.

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## **11. Right to Withdraw Consent**

Where consent has been provided for specific processing, it may be withdrawn at any time by contacting Sarah Edwards or Sam Matthews. Once withdrawn, processing will cease unless another legal basis exists.

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## **12. Changes to This Privacy Notice**

We may update this notice at any time and will provide a new version for substantial changes. Notification may also be provided by other means.