



# GDPR & Privacy Notice

Bijou Day Nursery & Crèche, Cowbridge

**Policy owner:** Nursery Manager / Rheolwr y Feithrinfa

**Version:** 2.0

**Last reviewed:** June 2026 / Mehefin 2026

**Next review:** June 2027 / Mehefin 2027

**Approved by:** Samantha Rennison, Responsible Individual / Unigolyn Cyfrifol

## 1. Introduction

This privacy notice explains how Bijou Day Nursery and Creche Ltd ("Bijou", "we", "us") collects, uses, stores, and shares your personal data. It applies to children attending the nursery, their parents and carers, and prospective families. We are committed to being transparent about how we use your data and to protecting your privacy.

This notice complies with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and relevant CIW requirements under the Child Minding and Day Care (Wales) Regulations 2010 and the National Minimum Standards for Regulated Childcare (2016).

## 2. Data Controller

Bijou Day Nursery and Creche Ltd, 48A Eastgate, Cowbridge, CF71 7AB (Company No. 11468667). For data protection queries, contact: [cowbridge@bijou-nursery.com](mailto:cowbridge@bijou-nursery.com) or 01446 396 000.

## 3. What Personal Data We Collect

### About your child:

- Full name, date of birth, home address
- Medical history, allergies, dietary needs, immunisation records
- Development records, learning journal observations, progress reports
- Photographs and videos (with consent)
- Attendance records
- Any safeguarding records (if applicable)

### About you (parent/carer):

- Full name, home address, email, telephone numbers
- Emergency contact details
- Relationship to the child, parental responsibility status
- Workplace name and contact number

- Financial information (for fee collection and funded childcare)
- National Insurance Number (for funded childcare eligibility)

## 4. How We Use Your Data

PURPOSE	LAWFUL BASIS
Providing childcare to your child	Contract
Recording development & learning	Contract / Legitimate interests
Managing allergies & medical needs	Legal obligation / Vital interests
Safeguarding & child protection	Legal obligation
CIW regulatory compliance	Legal obligation
Claiming funded childcare (Flying Start, 30-hour offer)	Legal obligation
Invoicing & fee collection	Contract
Photographs on displays / learning journals	Consent
Photographs on website / social media	Consent
Nursery newsletters and communications	Legitimate interests

## 5. Who We Share Data With

- **CIW** — as required by law during inspections and notifications
- **Local Authority** — for funded childcare, Flying Start, safeguarding referrals
- **Schools** — transition records (with your consent)
- **Health professionals** — with your consent (or without consent if safeguarding requires)
- **HMRC** — for Tax-Free Childcare verification
- We will **never** sell your data or share it for marketing purposes

## 6. How Long We Keep Data

- Children's records: until the child's 25th birthday (or 25 years from the child's date of birth) for safeguarding purposes, or 3 years after departure for non-safeguarding records
- Accident/incident records: 21 years from the date of the incident (for minors)
- Financial records: 7 years (HMRC requirement)
- Consent forms: duration of enrolment plus 1 year

## 7. Your Rights

Under the UK GDPR, you have the right to:

- **Access** your personal data (free of charge, within one month)
- **Rectify** any inaccurate data we hold

- **Erase** data (where we have no legal obligation to keep it)
- **Restrict** or **object to** certain processing
- **Withdraw consent** at any time (for consent-based processing)
- **Complain** to the Information Commissioner's Office (ICO): [ico.org.uk](http://ico.org.uk)

## 8. Security

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- Paper records are stored in locked cabinets in a secure room
- Digital systems are password-protected with access limited to authorised staff
- Regular backups of digital data
- Staff are trained in data security

## 9. Changes to This Notice

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We may update this privacy notice from time to time. The latest version is always available on our website and at the nursery. Parents will be notified of any significant changes.

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48A Eastgate, Cowbridge, CF71 7AB · 01446 396 000 · [cowbridge@bijou-nursery.com](mailto:cowbridge@bijou-nursery.com)  
CIW: W15/00001742 · Co. 11468667 · [www.bijou-nursery.com](http://www.bijou-nursery.com)