



Data Protection and Confidentiality Policy

Updated in line with UK GDPR, EYFS 2025, and KCSIE 2025.

At Ringle Rainbow Nursery, we are committed to maintaining the highest standards of confidentiality and data protection for all children, families, and staff. We comply fully with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and expectations set out in the EYFS 2025 and Keeping Children Safe in Education 2025.

Responsibilities

Penny Reidy is the named Data Protection Lead and is responsible for ensuring compliance with all relevant data protection laws. All staff receive training on confidentiality and secure data handling during induction and annually thereafter.

Use of BabysDays

Ringle Rainbow Nursery uses BabysDays to securely record, store, and manage children's personal data including attendance, learning observations, medical logs, safeguarding notes, and accident forms. Access is password protected and restricted to authorised staff only. BabysDays is a GDPR-compliant platform that ensures data encryption and secure backups.

Use of Artificial Intelligence (AI) within BabysDays

From September 2025, Ringle Rainbow Nursery's nursery management system, BabysDays, will include Artificial Intelligence (AI) features to assist with administrative and operational efficiency.

AI tools may include features such as predictive analysis of accident trends, automated reminders, smart reporting, or assistance with record-keeping tasks.

All AI-generated outputs are subject to human oversight. No child-related decisions — including safeguarding, health, or behaviour assessments — are made solely through AI tools.

In accordance with Article 22 of the UK GDPR, Ringle Rainbow Nursery ensures that no automated decision-making or profiling is carried out without clear human intervention and parental awareness.

Parents will be notified where AI is used in the processing of their child's data. All AI applications within BabysDays comply with UK GDPR and the Data Protection Act 2018.

Staff are strictly prohibited from entering personal data into any external AI platforms outside of BabysDays without explicit authorisation from the Nursery Manager and Data Protection Lead.



Personal Information We Collect

We collect personal data such as names, addresses, contact numbers, medical conditions, dietary needs, photographs, learning progress, and safeguarding information. This data is essential for providing safe, high-quality childcare and fulfilling legal obligations.

Parental Access and Data Rights

Parents/carers have the right to view the data we hold on their child and can request corrections where necessary. They also have the right to request data portability or object to the processing of data under certain conditions. Requests should be made in writing to the Nursery Manager.

Sharing and Confidentiality

We only share personal information where it is legally required or in the best interests of the child's safety and welfare. This may include information shared with the local authority, Ofsted, health professionals, or social care under safeguarding duties (as per KCSIE 2025 and WTSC 2023).

Data Breaches

In the event of a data breach, we follow our internal incident procedure and report significant breaches to the Information Commissioner's Office (ICO) within 72 hours where applicable. Affected individuals will also be informed without undue delay.

Staff Conduct and Confidentiality

Staff are expected to maintain professional confidentiality at all times. Breaches of confidentiality may result in disciplinary action. All written and digital records are stored securely, and conversations involving sensitive information are held in private areas of the setting.

Date: 01/09/2025

Review Date: 01/09/2026

By: P Reidy