

Privacy Notice – Bridgwater College Childcare Centre

Introduction

This privacy notice is intended to be read by parents, carers and anyone with parental responsibilities for a child attending Bridgwater College Childcare Centre.

This privacy notice describes how we; University Centre Somerset College Group (UCS College Group) collect, use and protect your information. In this context, we are called the data controller and any individual in the childcare centre are called data subject.

About the Group

Name: UCS College Group

Email address: dpo@ucscollegegroup.ac.uk

Data Protection Officer: Emma Kilner

UCS College Group are the data controller for the purposes of data protection law, and we are registered with the Information Commissions Office (ICO) Registration Number **Z4677243**.

Personal data we collect about you and your child

Personal data means any information from which an individual can be identified. We may collect, use, store and process the following categories of personal information:

Child Information:

- Name, date of birth, address and unique identifiers
- Gender, ethnicity, nationality, country of birth and language spoken
- Attendance records, absence information
- Learning, development and assessment records
- Early Years Foundation Stage (EYFS) observations and progress records
- Photographs and videos used for educational and childcare purposes
- Medical information, allergies, dietary requirements and medication records
- Accident, incident and injury records
- Special Educational Needs and Disabilities (SEND) information
- Safeguarding and child protection records
- Funding eligibility information and supporting documents

Parent, Carer and Emergency Contact Information:

- Names and contact details
- Relationship to the child
- Emergency contact information
- Collection and authorised person details, including photographs where provided
- Funding and invoicing information

Security Information:

- CCTV recordings captured within and around the Childcare Centre for safety, safeguarding and security purposes

Special Category Data:

We may process special category data where necessary, including:

- Health and medical information
- SEND information
- Ethnicity data
- Safeguarding and child protection information

How we collect and use your data

Most information is collected directly from parents or carers through:

- Registration and enrolment forms
- Parents contracts
- Funding applications and declarations
- Communications with parents and carers
- Observations and assessments carried out by staff
- Information provided by health professionals, local authorities and previous provisions

The majority of information requested is mandatory because it is required for us to provide childcare services safely and effectively or to comply with legal obligations. Where information is voluntary, we will make this clear.

We use personal information to:

- Provide childcare services
- Support children's learning and development
- Assess and monitor progress
- Meet EYFS requirements
- Safeguard children and promote welfare
- Administer funded childcare entitlements
- Manage attendance and occupancy
- Communicate with parents and carers
- Manage invoicing and payments
- Maintain accident, incident and medical records
- Meet statutory and regulatory obligations
- Ensure the safety and security of children, staff and visitors
- Comply with inspections, audits and investigations

Our lawful basis for using this data

We only collect and use personal information when the law allows us to do so.

Activity	Lawful Basis
Delivery of childcare services	Contract
EYFS requirements and safeguarding	Legal obligation
Safeguarding and welfare support	Public task / Legal obligation
Administration of funded childcare places	Legal obligation
Security and CCTV monitoring	Legitimate interests
Communications with parents	Contract
Marketing and promotional activities	Consent

Where consent is used, it may be withdrawn at any time.

How we store and how long we keep your personal information

We maintain secure electronic and paper records relating to children attending the Childcare Centre.

Personal information is stored securely and access is restricted to authorised staff and approved third-party providers who require access to perform their duties.

We retain personal information in accordance with the UCS College Group Data Retention and Disposal Policy and applicable statutory retention requirements.

Your duty to inform us of changes

It is important that the information we hold about you and your child remains accurate and up to date.

Please notify the Childcare Centre if there are any changes to:

- Contact details
- Emergency contacts
- Medical information
- Collection arrangements
- Funding eligibility details
- Any other information relevant to your child's care

Who we share personal information with and why

We do not share personal information unless there is a lawful basis to do so.

We may share information with:

- Department for Education (DfE)
- Somerset Council
- Ofsted
- Schools attended after leaving the Childcare Centre
- Other childcare providers attended by the child
- Health Visitors
- General Practitioners and healthcare professionals where necessary
- Social Care services
- Police and safeguarding agencies
- Local Authority Designated Officers (LADO)
- Inclusion teams, Area SENCOs and SEND services
- Multi-agency professionals supporting individual children
- Local safeguarding partnerships
- Professional advisers, auditors and regulators where required

Information may also be shared where necessary to safeguard a child, prevent harm or comply with a legal obligation.

Authorised Third-Party Providers

We use approved third-party systems to assist us in delivering childcare services.

One such provider is **Connect Childcare**, which assists in the management and administration of the Childcare Centre.

These providers are only permitted to process personal information on our behalf and must comply with strict security and confidentiality requirements.

International Transfers

Some of our service providers may process personal information outside the United Kingdom. Where this occurs, UCS College Group ensures appropriate safeguards are in place, including adequacy regulations, the UK International Data Transfer Agreement (IDTA) or other legally approved transfer mechanisms.

Automated Decision-Making

UCS College Group does not make decisions about children or parents based solely on automated processing which produces legal or similarly significant effects.

How to access the personal information we hold about you

You have the right to request access to the personal information we hold about you and your child.

Requests should be made to:

Data Protection Officer

dpo@ucscollegegroup.ac.uk

Further information about making a Data Subject Access Request is available on the UCS College Group website.

Your rights

Under UK GDPR, you have several rights relating to your personal information:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights relating to automated decision-making and profiling

Please note that some rights are subject to exemptions and may not apply in all circumstances.

Concerns and Complaints

We take concerns regarding personal information seriously.

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

Data Protection Officer

dpo@ucscollegegroup.ac.uk

If you remain dissatisfied, you have the right to complain to the Information Commissioner's Office: www.ico.org.uk/concerns or call 0303 123 1113.

Changes to this Privacy Notice

We may update this privacy notice from time to time to reflect changes in legislation, guidance or our processing activities.

The latest version will always be available from the Childcare Centre and the UCS College Group website.

Last updated August 2026