Privacy Notice - Parents, Carers and Children

Who we are

Pavilion Pre School (Aigburth) CIO is the organisation responsible for deciding how and why personal information is used (the data controller), unless a specific arrangement states otherwise.

Contact:

Pavilion Pre School (Aigburth) CIO, 50 Dundonald Road, Liverpool, L17 0AF

Email: admin@pavilionpreschol.org

Phone: 0151 345 6364

Data Protection Lead: Sue MacGregor

Information we may collect

- Child and family details: names, dates of birth, addresses, contact details, parental responsibility and emergency contacts.
- Care and education information: attendance, collection permissions, learning and development observations, progress, transitions and support plans.
- Health and safety information: allergies, medical needs, medication, dietary needs, accidents, incidents and relevant risk assessments.
- Additional needs and safeguarding information: SEND information, support arrangements and relevant safeguarding records.
- Images and recordings: photographs or video where the setting has a lawful basis and the use has been explained.
- Payment and administration information: invoices, fee records and relevant financial details.

Why we use it and our lawful bases

We use information to provide safe care and education; administer bookings and attendance; communicate with families; meet EYFS, safeguarding, health and safety, employment, tax and other legal duties; support children's learning and additional needs; manage incidents; and protect the rights and safety of children and others.

Depending on the purpose, our lawful bases may include legal obligation, public task where applicable to the controller's functions, legitimate interests, contract, vital interests or consent. We will identify the correct basis for each purpose in our processing register. We do not rely on a blanket consent form for all processing.

Health, disability, SEND and other special category information is processed only where an Article 9 condition and relevant DPA 2018 safeguards apply. The setting will document the condition and any required appropriate policy document.

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Who we may share information with

Where necessary and lawful, information may be shared with parents/carers, the child's school or receiving setting, local authority teams, early years/education services, health professionals, social care, police, safeguarding partners, regulators such as Ofsted or the ICO, insurers, payroll/accounting providers and IT systems providers. We share only what is necessary and use secure methods.

How long we keep information

We keep information only for as long as necessary under our retention schedule, taking account of legal duties, safeguarding requirements, limitation periods, insurance and the purpose for which it was collected. Some safeguarding or accident records may need to be retained longer than ordinary administration records.

Your rights

Depending on the circumstances, you may ask for access, correction, erasure, restriction, portability or object to certain processing. You may withdraw consent where consent is the lawful basis; this does not affect processing already carried out lawfully. Rights may be limited where exemptions apply, including to protect another person's rights or to meet safeguarding/legal obligations. Contact the Data Protection Lead using the details above.

Complaints

Please contact the setting first so we can try to resolve your concern. You also have the right to complain to the Information Commissioner's Office (ICO): https://ico.org.uk/make-a-complaint/ .

Changes

We may update this notice when our processing changes.

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This policy was adopted in November 2026.

It will be reviewed annually or as and when required.

Last updated 13.11.26

Signed by Chair of Trustees: 

Signed by Operations Manager: