

Privacy Notice

At Tiny Tots Nursery & Preschool Limited, we are committed to protecting the privacy and confidentiality of the children in our care, their families, employees, and all individuals whose personal information we process. This Privacy Notice explains how we collect, use, store and protect personal information in accordance with the Data Protection (Bailiwick of Guernsey) Law, 2017.

Tiny Tots Nursery & Preschool Limited is a registered childcare provider within the Bailiwick of Guernsey and acts as the Data Controller for the personal information we hold. We collect and process personal information to provide childcare services, support children's learning and development, communicate with families, manage nursery places and fees, fulfil safeguarding responsibilities, and comply with legal and regulatory requirements. We are registered with the Guernsey Registry under registration number 78038 and with the Office of the Data Protection Authority under registration number **[insert number]**.

The information we collect may include names, addresses, contact details, dates of birth, emergency contacts, attendance records, payment information, learning and development records, photographs, and information relating to a child's health, medical needs, dietary requirements, religion, ethnicity, language, or special educational needs. Some of this information is classified as special category data and is subject to additional protection.

Information is collected through registration forms, child profile forms, meetings, correspondence, our nursery management system, and day-to-day interactions with families. Where appropriate and lawful, we may also receive information from previous childcare providers, health professionals, or other agencies involved in supporting a child's welfare and development.

We process personal information only where there is a lawful basis for doing so. This may include fulfilling our contractual obligations, complying with legal requirements, protecting vital interests, carrying out safeguarding responsibilities, pursuing legitimate interests, or obtaining consent where required. Where consent is used as the legal basis, it may be withdrawn at any time.

We take appropriate measures to keep personal information secure. Electronic records are stored on secure systems and password-protected devices, while paper records are kept in locked storage with access restricted to authorised staff. We regularly review our procedures to ensure information remains protected from unauthorised access, loss or misuse.

We do not sell, rent or share personal information for commercial purposes. Information will only be shared where necessary and lawful, including with regulatory authorities, health professionals, safeguarding agencies, insurers, or government departments where required to support a child's welfare or to meet legal obligations.

Personal information is retained only for as long as necessary to meet operational, legal, safeguarding and regulatory requirements. When information is no longer required, it is securely destroyed or deleted.

Parents and carers are responsible for informing the nursery of any changes to their personal information to ensure our records remain accurate and up to date.

Under the Data Protection (Bailiwick of Guernsey) Law, 2017, individuals have the right to request access to their personal information, request correction of inaccurate data, request restriction or deletion of data in certain circumstances, object to processing where applicable, and withdraw consent where consent is the legal basis for processing.

Use of Video Doorbells

To help maintain a safe and secure environment for children, staff, parents and visitors, the nursery operates Ring Video Doorbells at the main entrance and baby room entrance. The video doorbells are used for safeguarding, security and access control purposes. The devices may capture video images, audio recordings, and the date and time of visits to the nursery.

The lawful basis for processing this information is the nursery's legitimate interest in safeguarding children, protecting staff and visitors, preventing unauthorised access to the premises, and supporting the security of the setting.

Access to live and recorded footage is restricted to authorised management personnel and designated safeguarding leads. Footage will only be viewed where there is a legitimate safeguarding, security or operational reason to do so. Recordings are stored securely and retained for a maximum period of 30 days unless required for an ongoing safeguarding concern, police investigation, insurance claim, legal proceedings or other lawful purpose. Once no longer required, recordings are securely deleted.

Footage may be shared with law enforcement agencies, safeguarding authorities, regulatory bodies, insurers or legal representatives where there is a lawful basis to do so. Individuals whose personal data is captured by the video doorbell system have rights under The Data Protection (Bailiwick of Guernsey) Law, 2017, including the right to request information about how their personal data is processed. Requests should be directed to the Nursery Manager.

If you have any questions about this Privacy Notice or wish to exercise your data protection rights, please contact the Nursery Director on contact@tinytots.gg. If you are dissatisfied with how your information has been handled, you have the right to contact the Office of the Data Protection Authority. This Privacy Notice is reviewed regularly and updated when necessary to reflect changes in legislation or nursery practice.

Guernsey Registry Registration Number: 78038

Office of the Data Protection Authority (ODPA) Registration Number: **[insert number]**.

Last Updated: Tuesday 2nd June 2026