

Privacy Notice – Easton Community Children’s Centre (ECCC)

Effective date: 17/09/2026

Last updated: 17/09/2026

1. Who we are

ECCC (“we”, “our”, “us”) is committed to protecting the privacy and security of you and your child’s personal information. We are a “data controller” under UK data protection law. Our contact details are:

- **Address:** Russell Town Avenue, Bristol, BS5 9JF
- **Phone:** 0117 939 2550
- **Email:** enquiries@eastonccc.org.uk
- **Website:** www.eastonccc.org.uk

2. The information we collect

We may collect the following types of personal information:

About children that attend or are in the admissions process:

- Name, date of birth, address
- emergency contact details
- Medical information, allergies, intolerances, dietary needs
- Attendance records, developmental progress, learning observations
- Photographs and video (with consent)

About parents/carers/family members:

- Names, addresses, contact numbers, email addresses
- National Insurance number (for funding eligibility)
- Emergency contact details
- Parental responsibility / relationship to the child and legal information (e.g., court orders where relevant)
- Payment and billing information
- Consent preferences (e.g., for photos or outings)

About staff: see our specific Staff Privacy Notice, made available to staff.

3. How we collect information

We collect information:

- Directly from you via registration forms, meetings, phone calls, and emails

- From other professionals with your consent (e.g., health visitors, schools)
- Through observations and records we create during your child's time with us

4. Why we collect and use your information

We use personal information to:

- Provide safe and effective childcare and early education
- Meet legal requirements under the **Early Years Foundation Stage (EYFS)** and safeguarding laws
- Communicate with parents/carers about their child's care, learning, and wellbeing
- Keep accurate records for funding, taxation, billing, and regulatory purposes
- Ensure the safety and well-being of all children and staff
- Maintain staff records and support HR processes

Our lawful bases for processing personal data include:

- **Legal obligation** – to comply with the law
- **Contract** – to provide agreed childcare services
- **Legitimate interests** – to run our setting effectively
- **Consent** – for optional activities like photos for displays or website use

5. Who we share information with

We may share relevant information with:

- Local Authority (e.g., for funded childcare claims)
- Ofsted (for inspection purposes)
- Health professionals (with consent, unless required by law)
- Safeguarding partners (if required for child protection)
- Schools or other providers your child may move to (with consent)
- Software providers (e.g. our nursery management software Family), under secure agreements

We will not sell or share your data with any third party for marketing purposes.

6. How we store and protect your data

- Paper records are kept in locked cabinets.
- Digital records are stored securely with password protection.
- Access is restricted to authorised staff only.
- We keep records in line with legal requirements and our Retention of Records Policy.

7. Your rights

You have the right to:

- Access your personal data
- Request corrections of inaccurate information
- Request deletion (where legally permissible)
- Object to certain uses of your data
- Withdraw consent at any time (where processing is based on consent)
- Complain to us about how we have handled your data using our complaints procedure
- Complain to the **Information Commissioner's Office (ICO)** if you are unhappy with how we handle your data
 - ICO contact: www.ico.org.uk | 0303 123 1113

For any requests, please contact us using the details provided above.

8. Changes to this notice

We may update this notice at any time. The latest version will be available at our setting and on our website.

Contact Us

If you have any questions about this privacy policy or how we handle your data, please contact us using the details provided above.