

Privacy Policy for Eldene Pre-School and Toddlers

Effective Date: 01/09/2024

Who We Are

Eldene Pre-School and Toddlers
Eldene Centre, Swindon, Wiltshire, SN3 3RZ
Email: eldenepreschool@live.co.uk

What Information We Collect

- Parent/guardian names
- Child's name and date of birth
- Home address
- Telephone number
- Email address

How We Collect Your Information

We collect your information through our booking form, either completed in person or online.

Why We Collect Your Information

- To provide safe and appropriate childcare services
- To maintain emergency contact details
- To comply with legal and regulatory obligations
- To ensure accurate record-keeping for enrolment and attendance

Who We Share Your Information With

We may share necessary information with Nursery in a Box, our third-party childcare management software provider, to help us securely manage bookings and child records. Nursery in a Box operates in compliance with UK GDPR.

We do not sell, rent, or share your personal data with any third parties for marketing purposes.

How We Store and Protect Your Information

We take reasonable steps to ensure your data is stored securely and protected against loss, misuse, or unauthorized access. Digital records are stored using password-protected systems, and paper records are kept securely on-site.

Your Data Rights

You have the right to:

- Request access to the personal information we hold about you or your child
- Request correction of any inaccurate or incomplete data
- Request the deletion of your data, where applicable
- Object to or restrict the processing of your data under certain conditions

To make a request, please contact us at eldenepreschool@live.co.uk.

How Long We Keep Your Data

We retain personal data only for as long as necessary to fulfill legal, regulatory, and operational requirements. This includes record-keeping as required by OFSTED and local authorities.

Contact Us

If you have any questions about this Privacy Policy or how we handle your data, please contact us at:

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