



2-4 Brook Street
Luton, Bedfordshire
Tel: 01582 730510
www.trainingdepot.co.uk



Privacy notice

The personal information held by Training Depot Day Nursery is provided by you as parents, from the completed application form. It comprises:

- Contact details, including address, phone numbers and postal address
- Dates of birth and National Insurance numbers
- Languages spoken, health conditions and ethnicity

Your information is used to communicate with you and also as we claim the 15 and 30 hour grants from Luton Borough Council.

Additionally we hold additional data about your child:

- The developmental progress as observed in the nursery, shared at parent's consultations
- Behaviour, home accident, nursery accident forms, safeguarding forms, shared on the day for your signature

Your information is held securely and never shared without your permission, unless there is a risk of significant harm to a child. Information is retained for the minimum amount of time legally required of us. After this paper records are shredded and electronic data permanently deleted.

You have the right at any time to:

- Request a copy of the application form, held by Training Depot Nursery
- Request a copy of the developmental progress report, for the previous term
- Request a copy of the signed and dated behaviour and accident forms

If you have any questions or complaints, or wish to exercise any of your rights, in the first instance email us at manager@trainingdepot.co.uk quoting "GDPR" in the subject line. If you do not have access to email please telephone 01582 730510 or write to us at: Training Depot Day Nursery, 2 to4 Brook Street, Luton, Bedfordshire, LU3 1DS. If you are unhappy with our response you have a right to take the issue to the Information Commissioner's Office, Wycliffe House, Wilmslow SK9 5AF.

Reviewed Aug 23 by Miss Sandhya