



Cassiltoun Stables Nursery PRIVACY NOTICE

How we use your Personal Information

Introduction

This privacy notice explains how we collect and use personal information (which may be held on paper, electronically, or otherwise), about children attending the Nursery (“Child” or “Children”) and the parents of the Children (“Parents”) (known collectively as “You” or “Your”), and that we recognise the need to treat it in an appropriate and lawful manner.

Separate versions of Privacy Notices are issued employees, Board members, and suppliers, contractors and other business contacts.

Cassiltoun Stables Nursery takes the issue of security and data protection very seriously, including compliance with the current data protection laws, including:

- UK General Data Protection Regulation
- UK Data Protection Act 2018 (DPA 2018)
- Data (Use and Access) Act 2025
- Privacy and Electronic Communications Regulations 2003 (PECR)

Who are we?

Your personal information will be processed by:

Cassiltoun Stables Nursery of: Castlemilk Stables, 59 Machrie Road, Glasgow, G45 0AZ

A Scottish Charity (Scottish Charity Number 043312)

We are registered as a data controller with the Information Commissioner’s Office (‘ICO’) and our registered number is ZA052887.

Our Data Protection Officer is provided by RGDP LLP and can be contacted either via 0131 222 3239 or info@rgdp.co.uk

The Nursery controls and processes a range of information about you. In this privacy notice your 'personal information' means your personal data i.e. information about you from which you can be identified. Your personal information does not include data where your identity has been removed (anonymous data). It is important that the personal information that we hold and process about you is accurate and up to date. Please keep us informed if your personal information changes during your engagement with us.

Where does your personal information come from?

We collect personal information about Children and Parents from when the initial enquiry is made by the Parent/carer, through the enrolment process and until the Children stop using the Nursery's services.

We may also receive information from other, third parties, as detailed below.

The kind of information we process about you

Children:

We may collect, store, and use the following categories of personal information:

- Name
- Date of birth
- Home address
- Dietary requirements
- Attendance information
- Photographs and video clips of the Child to signpost Children to where their belongings are stored at the Nursery that they attend, and for general display purposes.
- Emergency contact should Parents be unavailable and the emergency contact's contact details.
- 'Family App' for each Child containing the work of the Child whilst at the Nursery, observations about the Child's development whilst at the Nursery from Employees of the Nursery, specific examples of the Child's progress, photographs demonstrating the Child's development whilst at the Nursery, and personal details of the Child (e.g., their date of birth) ("Progress Report")
- Records relating to individual Children e.g., care plans, common assessment frameworks, speech, and language referral forms.
- Accidents and pre-existing injuries forms
- Records of any reportable death, injury, disease, or dangerous occurrence
- Observation, planning and assessment records of Children.
- CCTV Images

We may also collect, store, and use the following "special categories" of more sensitive personal information:

- Information about a Child's race or ethnicity, spoken language and nationality.
- Information about a Child's health, including any medical condition, health, and sickness records.
- Information about a Child's accident or incident reports including

- reports of pre-existing injuries.
- Information about a Child's incident forms / child protection referral forms / child protection case details / reports.

Parents:

We may collect, store, and use the following categories of personal information:

- Name
- Home address
- Telephone numbers, and personal email addresses.

We may also collect, store, and use the following "special categories" of more sensitive personal information:

- Information about a Parent's race or ethnicity, spoken language and nationality.
- Conversations with Parents where Employees of the Nursery deem it relevant to the prevention of radicalisation or other aspects of the governments Prevent strategy.

We may receive this information from:

- Local Authorities
- Health professionals, including, health visitors, social workers, speech and language therapists
- Schools
- External agencies

How we will use information about you

We will only process your personal data where one or more of the following legal bases applies:

- Contract
- Consent
- our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- Vital interests
- Public interest / official authority
- Legal obligation

Situations in which the nursery will use the personal information of children

We need all the categories of information in the list above (see Children Section within the Paragraph entitled 'The Kind of Information We Process About You') primarily to allow us to perform our obligations (including our legal obligations to Children. The situations in which we will process personal information of Children are listed below:

- Upon consent from the Parents, Personal Data of Children will be shared

- with schools for progression into the next stage of their education.
- Personal information of Children will be shared with local authorities without the consent of Parents where there is a situation where child protection is necessary.
- The personal information of Children will be shared with local authorities without the consent of Parents for funding purposes.
- Care Inspector will be allowed access to the Nursery's systems to review child protection records.
- Communications systems and preventing malicious software distribution.
- Equal opportunities monitoring.
- To ensure we meet the needs of the Children.
- To enable the appropriate funding to be received
- Report on a Child's progress whilst with the Nursery
- To check safeguarding records
- To check complaint records
- To check attendance patterns are recorded.
- When a Child's Progress Report is given to its Parent in order for that Parent to pass the same Progress Report to a school for application or enrolment purposes

Situations in which the nursery will use the personal information of parents

We need all the categories of information in the list above (see Parents Section within the Paragraph entitled 'The Kind of Information we Hold About you') primarily to allow us to perform our contracts with Parents and to enable us to comply with legal obligations. The situations in which we will process personal information of Parents are listed below:

- The personal information of Parents will be shared with local authorities without the consent of Parents for funding purposes.
- To report on a Child's attendance
- To be able to contact a Parent or a Child's emergency contact about their Child.
- To ensure nursery fees are paid.

If Parents do not wish to provide personal data

If Parents fail to provide certain information when requested, we may not be able to perform the respective contracts we have entered with Parents, or we may be prevented from complying with our respective legal obligations to Children and Parents

Who might my data be shared with, or seen by?

We may disclose your personal data to any of our employees, professional advisors (including legal advisers and our Data Protection Officer) Education Scotland, Social Services, NHS, Police, Health Visitors, Psychologists, Speech and Language therapists, Schools, Eye clinics, government agencies and regulators, and in accordance with data protection legislation.

We may also disclose your personal data:

- With your consent;
- To the extent that we are entitled or required to do so by law;
- If we enter into a joint venture with or merged with another business entity, your information may be disclosed to our new business partners or owners;
- To obtain funding when your child is eligible we will disclose your information to Glasgow City Council
- If investigations are ongoing in relation to a complaint or crime, information may be disclosed to the Scottish Public Services Ombudsman, Police Scotland, Local Authority departments, Scottish Fire & Rescue Service, elected members and others involved in any complaint, whether investigating the complaint or otherwise;
- If required by an emergency service;
- If required by law, we will disclose your information to statutory bodies such as auditors or solicitors;

Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

What are the legal bases for us processing your personal data?

We will only process your personal data on one or more of the following legal bases:

- contract
- consent
- our legitimate interests (including CCTV imagery)
- recognised legitimate interests, where there is a recognised legitimate interest, as defined under the Data (Use and Access) Act 2025 and by the relevant Secretary of state for example for the purposes of national security, public security, defence, responding to emergencies, preventing or detecting crime, safeguarding children or individuals at risk
- vital interests
- public interest / official authority
- where we have a legal obligation to do so.

Processing special category personal data

Special categories of personal data means information about your racial or ethnic origin; political opinions; religious or philosophical beliefs; trade union membership; health; sex life or sexual orientation; criminal convictions, offences or alleged offences; genetic data; or biometric data for the purposes of uniquely identifying you.

The special categories of personal information referred to above require higher levels of protection. We need to meet additional legal requirements for collecting, storing, and using this type of personal information.

We will only process your special category data if one or more of the following legal bases applies:

- Explicit consent
- Employment, social security and social protection (if authorised by law)

- Vital interests
- Made public by the data subject
- Legal claims or judicial acts
- Reasons of substantial public interest (with a basis in law)
- Health or social care (with a basis in law)
- Public health (with a basis in law)
- Archiving, research, and statistics (with a basis in law)

Where do we keep your data?

Your information will only be stored within the United Kingdom except where international transfers are authorised by law.

How do we keep your data safe?

When we are provided with personal data, we take steps to make sure that your personal information is kept secure and safe. All data is held in accordance with Cassiltoun Stables Nursery's data protection policies and procedures. Our systems are password protected and all electronic data is stored securely. All paper files are kept in locked cabinets.

How long do we keep your data?

We review our data retention periods regularly and will only hold your personal data for as long as is necessary for the relevant activity, or as required by law / best practice, or as set out in any relevant contract we have with you and in accordance with our Data Retention Policy and Schedule.

Your rights

You have the right at any time to exercise your data subjects' rights in relation to the following:

- the right to be informed
- the right to access
- the right to rectification
- the right to object to processing
- rights in relation to automated decision making and profiling
- the right to be forgotten
- the right to data portability
- the rights to restrict processing

You should note that not all rights under the UK GDPR and Data Protection Act 2018 are absolute and are subject to qualification.

When you make a request, we are required to verify your identity and may ask you for specific information to fulfil this purpose. Normally, you will not need to pay a fee when you make any of the above requests, but we may charge a reasonable fee or refuse to comply if your request for access is clearly unfounded or excessive.

If you wish to exercise your right to access your information, or any other right, please contact our Data Protection Lead, The Nursery Manager for more information.

It is important that the personal information that we collect, hold and use about you is accurate and current. Please keep us informed of any changes by contacting our Data Protection Lead, The Nursery Manager.

Queries and Complaints

If you are not satisfied with our handling of your request or have any other data protection related issue, in the first instance, you have the right to contact us with your complaint so that we can investigate, any complaints should be marked 'GDPR Complaint' and should be sent to the Data Protection Lead, The Nursery Manager via email at Hazel.kelly@cassiltoun.org.uk or by telephoning 0141 631 5235

If you still remain unsatisfied after your complaint has been processed by us, you also have the right to complain to the Information Commission in relation to our use of your information. The Information Commission's contact details are noted below:

Telephone: 0303 123 1113

Online: [Make a complaint](#) | [ICO](#)

This Privacy Notice was last updated on 21/08/2025