



## **Peques Anglo-Spanish Nursery Schools**

### **Privacy Notice**

**Last Updated: February 2026**

Peques processes personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This Privacy Notice explains how we collect, use, store and protect personal data and outlines the rights of individuals in relation to their information.

#### **1. Who We Are**

Peques Anglo-Spanish Nursery Schools operates two settings:

**Peques Fulham Broadway** is operated by **Peques Leisure Ltd** (Company No. 03764546).

**Peques Parsons Green** is operated by **Peques World Nurseries Ltd** (Company No. 09485115).

Both companies have their registered address at:

St John Church  
North End Road  
London  
SW6 1PB

Peques is registered with the Information Commissioner's Office (ICO) as required under UK data protection legislation.

#### **2. Data Protection Officer (DPO)**

We have appointed a Data Protection Officer to oversee compliance with this Privacy Notice Policy.

If you have any questions about how we handle personal data, you may contact:

**Email:** [headoffice@peques.co.uk](mailto:headoffice@peques.co.uk)

**Post:**

Peques Anglo-Spanish Nursery Schools  
St John Church  
North End Road  
London  
SW6 1PB

#### **3. What Personal Data We Collect**

We may collect and process personal data relating to:

Children  
Parents and carers  
Prospective parents  
Employees, students and volunteers  
Job applicants  
Website visitors

This may include:

Names, addresses, telephone numbers and email addresses  
Dates of birth  
Emergency contact details  
Health and medical information  
Dietary requirements and allergy information  
Safeguarding and welfare records  
Payment and funding information  
Employment and recruitment records  
CCTV footage  
Photographs and video recordings (where consent applies)  
Special category data such as health information or ethnicity where required

#### **4. Why We Process Personal Data**

We process personal data in order to:

- Provide childcare services
- Safeguard and promote the welfare of children
- Support children's development and learning
- Manage special educational or medical needs
- Maintain communication with parents
- Process government funding claims
- Administer payroll and employment obligations
- Comply with safeguarding, legal and regulatory duties
- Maintain accurate records
- Support the safe and effective operation of our settings

#### **5. Lawful Basis for Processing**

We process personal data under the following lawful bases under UK GDPR:

- Performance of a contract
  - Legal obligation
  - Vital interests
  - Legitimate interests
  - Consent (where specifically required)
- Special category data is processed in accordance with Article 9 UK GDPR and relevant safeguarding legislation.

#### **6. Sharing of Personal Data**

We treat personal data as confidential and only share information where necessary and lawful.

We may share data with:

- Ofsted
  - The Local Authority
  - Schools during transition
  - Safeguarding agencies including ICAT or MASH
  - Our nursery management software providers
  - Payroll and accounting providers
  - Employer-sponsored childcare scheme providers (where applicable)
- We do not sell personal data to third parties.

#### **7. Artificial Intelligence (AI)**

Peques Anglo-Spanish Nursery Schools may use approved AI systems to support administrative, operational and governance functions. AI systems are used strictly in line with safeguarding protocols and internal governance procedures.

AI is not used for direct interaction with children. All safeguarding decisions and child-facing interactions remain entirely human-led.

AI tools are UK hosted and operate within secure environments. No personal data is transferred outside the UK.

#### **8. Data Security**

We implement appropriate technical and organisational measures to protect personal data from unauthorised access, alteration, disclosure or loss.

Electronic data is stored on secure password-protected systems. Hard copy files are stored securely and accessible only to authorised personnel.

In the event of a personal data breach, we will assess risk and report to the ICO within 72 hours where legally required.

#### **9. Data Retention**

We retain personal data only for as long as necessary to fulfil the purposes for which it was collected and to meet legal, accounting and safeguarding requirements.

Children's core records are retained for six years after leaving the setting.

Safeguarding records may be retained until the child reaches 21 years of age.

Employee records are retained for six years following the end of employment.

After retention periods expire, data is securely deleted or shredded.

## **10. Your Rights**

Under UK GDPR, individuals have the right to:

Be informed

Access their personal data

Request rectification

Request erasure (where applicable)

Restrict processing

Object to processing

Data portability (where applicable)

Requests should be made in writing to the **Data Protection Officer: [headoffice@peques.co.uk](mailto:headoffice@peques.co.uk)**. We will respond within one month unless the request is complex.

## **11. Complaints**

If you are unhappy with how we handle your personal data, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):

**Website:** [www.ico.org.uk](http://www.ico.org.uk)

**Telephone:** 0303 123 1113

## **12. Website and Cookies**

Our website may collect limited information through cookies and IP addresses to improve functionality and user experience.

Users can manage cookie preferences through their browser settings.

Links to external websites are not governed by this Privacy Notice.

## **13. Policy Review**

This Privacy Notice Policy is reviewed annually or sooner if legislation, regulatory guidance or operational practices change.