



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

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**. 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

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.

This policy should be read in conjunction with:

- Confidentiality & Information Sharing Policy
- Safeguarding Children Policy & Procedure
- Artificial Intelligence (AI) Policy
- Online E-Safety Policy
- Mobile Phones & Digital Devices Policy
- Social Media & Networking Policy
- Learning Journal Policy
- Admissions Policy & Procedure
- Partnership with Parents Policy
- Early Years Funding Policy
- Complaints Policy & Procedure

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Review cycle: Annually, or earlier where required due to legislative, regulatory, operational, or statutory changes.

Approval route: Head Office