



Little Me Pre-School Privacy Notice

May 2018

The General Data Protection Regulation (GDPR) comes into effect from 25th May 2018 and replaces previous Data Protection directives and provides a framework to ensure personal information is handled properly. Little Me Pre-School is registered with the ICO (Information Commissioners Office) who enforce the GDPR.

This privacy notice is being provided by: Little Me Pre-School, Maidenhead and Bray Cricket Club, The Pavilion, The High Street, Bray, Maidenhead, SL6 2AA.

The person responsible for data protection at Little Me Pre-School is Victoria Egarr who can be contacted at littleme@littleme-preschool.co.uk.

The GDPR states that personal data should be:

- Processed fairly and lawfully
- Collected for specified, explicit and legitimate purposes
- Not be processed without knowledge & explicit consent

Little Me Pre-School collects, stores and process data relating to:

- Parents/carers & details of children joining our waiting lists
- Children attending our setting & parents/carers, families, emergency contacts
- Visitors to Little Me Preschool
- Staff who work at Little Me
- Service providers for our setting
- Other individuals, businesses etc who have an interest in our setting

This privacy notice explains how we look after this data and protect your rights as an individual.

Why we collect your data

There is some data that we have a legal obligation to collect, some that we require in order to fulfil our contracts, and other data that is used to provide an excellent level of service.

How we collect your data & keep it safe

No matter how or why we are collecting data it is treated with the utmost care and we take appropriate steps to protect it.

- Paper based data is stored securely either at the pre-school itself or at our office based at Braywick Nature Centre where we have a large lockable filing cabinet. This data is only accessible to those who have the authority and genuine need to see it, e.g. the nursery manager, your child's key worker or an Ofsted Inspector
- Electronic data - all electronic data is password protected and only accessible to those who have a legitimate need to see it
- Tapestry online system is used to record children's learning and development. Tapestry are GDPR compliant. We keep the data safe via staff training and password protection on accounts and devices used to access Tapestry

- Emails accounts are password protected and used to contacting you regarding invoicing and other relevant administration
- Facebook - the closed group is used for news relating to Little Me
- We have an administrative assistant who is contracted to comply to GDPR standards when processing any data

Data about families that use or wish to use our services

Data collected for our waiting lists is minimal and only asks information needed to follow our allocations policy. The information held on waiting lists will be regularly reviewed and deleted when no longer required. You can contact us at any time and ask for you/your child's data to be changed or removed from our waiting list.

Once a child is enrolled at Little Me we have a legal obligation to collect and store the following data:

- Child's Name
- Child's DOB
- Child's Address and Contact Details
- Parent Addresses (if different) and Contact Details including phone number
- Parental Responsibility
- Legal contact
- Emergency Contact Details
- Allergies / dietary requirements information
- Any other special requirements / needs /medical history details
- Names of people who can collect your child if not yourselves
- Dr name and address, and contact number

Any other data collected is used to support you and your child and to enable us to offer a fantastic environment that encourages children's wellbeing, learning and development.

To be compliant with GDPR (General Data Protection Regulation) any personal data we collect, and process fall into one of the following legal bases for handling data:

- Legal obligation – this is data that the law requires us to hold, and we are required to store it for specific periods of time, therefore you cannot ask for this data to be deleted. See the 'Data Retention Policy' for more information
- Contract – this data is necessary for the contract held between Little Me and yourself. You can't ask for this data to be deleted if you wish for the contract to continue
- Consent – this is data that you give us consent to process about yourself and your child for a specific purpose. For example, the photographs we take and display at pre-school, your child's name appearing on the whiteboard or on their pegs
- Vital interests – this data is necessary if your child has allergies or medical conditions that could be damaging to their health or if you or your child are subject to a safeguarding concern that could be damaging or threatening to life
- Legitimate interests – this is when we use your data for purposes that could be reasonably expected by Little Me given that you have an interest in our business activity. Using your data in this way wouldn't have a detrimental impact. For example, sending out information about pre-school to you via email and newsletters or sending you information regarding third parties such as funding applications
- Public interest – data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

When will we share your data

Sometimes data may need to be shared with third parties, this is never done with prior consent unless there is a situation where there is an emergency or safeguarding concern that means a child (or adult) is felt to be at significant risk of harm. This would be the only occasion I may need to share information without permission. Please see our safeguarding policy for further information.

Know your rights

Under certain circumstances you have the following rights:

- The right to request access to, deletion of or correction of your personal data (must be actioned within 1 month of the request)
 - Data that is required to be retained by law cannot be deleted, the law overrides the individual's rights
 - If you wish to access your data, please ask for a 'subject access request' form
 - We may not be able to carry out our contract if some data is requested to be deleted
 - It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal information changes during your relationship with us
- The right to complain to a supervisory authority
 - If a complaint about data cannot be dealt with by Little Me Pre-School, then it should be taken to the ICO (Information Commissioner's Office)
- The right to be informed of what data processing is taking place
 - You are made aware of the data processing we carry out via this privacy notice and/or permission forms that you required to sign that allow us to process your data
 - You will be informed if we decide to process your data for a new purpose
- The right to restrict processing
 - This means that your data can be stored but not used in the way it's been restricted – for example if you do not wish to receive emails regarding events at pre-school
- The right to data portability
 - You have the right to have your data transferred from one place to another, for example you can have your Tapestry records sent to another setting
- The right to object to processing of your personal data (unless required by law)
 - You have the right to object to your data being used for certain activities (like marketing or research)
- Rights with respect to automated decision-making and profiling
 - We do not use any automated decision making or profiling

Retention of Data

Under the GDPR data should not be kept for any longer than is necessary. We regularly review data held and will delete it when no longer required. Data with a statutory requirement to be retained is done so in line with our 'Data Retention Policy'

Special Category Data

Some data is specified by the GDPR as 'special category'. We cannot process this data unless we have explicit consent which you will be asked to provide:

- Race
- Ethnic Origin
- Religion