

Privacy Notice

Little Lambs take your privacy seriously and, in accordance with the General Data Protection Regulation, we will commit to the following:

We will be asking you for personal data about you and your child/ren in order to deliver a childcare service to you. We must have a legal basis for collecting this data, and there are six lawful bases:

(a) Consent: The individual has given clear consent for you to process their personal data for a specific purpose.

(b) Contract: The processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

(c) Legal obligation: The processing is necessary for you to comply with the law (not including contractual obligations).

(d) Vital interests: The processing is necessary to protect someone's life.

(e) Public task: The processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

(f) Legitimate interests: The processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)

Little Lambs will be processing your data under the following basis: **Legal Obligation**

Where we require consent, we will provide a way for you to positively make a decision about the information that you make available and how this is shared.

This information will be collected by Little Lambs Pre-School Centre as part of the child's induction to the setting. We will be asking for this data verbally at our initial meeting and recording it on paper forms and digitally. We will check and update your child's registration form to ensure all information is accurate at regular intervals. We also ask parents/carers to update us as soon as possible should any details we hold for them change. We have Change of Contact Details forms available at all times should these be required.

The information that we require will be:

- Child's name
- Child's date of birth
- Child's address
- Parents' names, addresses, contact numbers
- Who has parental responsibility for the child
- Emergency contact names, addresses and contact number
- Home language
- Parents' National Insurance number
- Dates of birth of parents and siblings

The following are classed as “special category data” and we must therefore ensure that we meet one or more of the conditions of Article 9 of GDPR as well as the legal bases above:

- Child’s doctor’s name and contact number and that of other professionals involved.
- Health clinic/health visitor
- Child’s NHS number
- Any allergies/medical history/ requirements
- Information about immunisations
- Whether the child has any special educational needs or disabilities
- Ethnic group
- Religion

My condition for processing special category data is: **Consent**

We are required to hold and use this personal data in order to comply with the statutory framework of England, Ofsted, the Department for Education and our local authority early years team. It will also include photographs, video, or audio recordings of the child. This data will be used to:

- support your child’s development
- monitor and report on your child’s progress
- share information about activities in our setting
- contact named people in an emergency
- share with other professionals in accordance with legislation
- ensure a contract of service is delivered and maintained
- ensure that this setting receives the statutory funding for which it is eligible.

This data may be, when necessary, shared with:

- Other professionals supporting your child, for example health visitor, pre-school, nursery, school, other health or education professional
- Our local authority through the Free Childcare and Early Education Entitlement headcount and annual Early Years Census (England)
- Ofsted

If you want to see a copy of the information we hold and share about you or your child then please contact Little Lambs Pre-School Centre.

We are required by law to keep some information about your child for a period of time after a child has left the setting. We will keep a record of this and dispose securely at the correct time.

Please see our data protection policy or confidentiality policy for further information on data sharing, safe storage and your rights to access your data.