At Little Sprouts, we take the protection and safety of the children that attend our setting very seriously. Whilst children are in our care it is every staff members responsibility to provide a safe and secure environment for them to explore and develop to their full potential

Little Sprouts Privacy Notice

General Data Protection Regulations 2018 (GDPR)

At Little Sprouts we are know as a "DATA CONTROLLER" - meaning we decide how and what data is collected and how it is used, we are accountable when sharing your data.

We are committed to ensuring that any personal data collected about you and your child is protected in accordance with data protection laws.

This privacy notice explains

* WHAT PERSONAL DATA WE COLLECT
* WHY WE COLLECT IT
* WHO WE SHARE YOUR DATA WITH
* HOW WE PROTECT IT
* HOW LONG WE RETAIN YOUR DATA
* YOUR RIGHTS WITH RESPECT TO YOUR DATA

What personal data we collect:

Personal details we collect of your child:

* Your child's name, date of birth, address, health and medial needs, any special educational or development needs,
* Where applicable we will obtain child protection plans from social services, health care plans from health professionals

Personal details we collect from you:

* Your name, date of birth, home and work address, contact phone numbers, family details, emails
* We will ask who has parental responsibility of your child.
* If there are court orders in place, we will ask to see these.
* If you are eligible for 30hours funded childcare we will also collect your national insurance number or your unique taxpayer reference (UTR)
* Your reference number for funded hours.

Other personal data we would collect from parent/carers:

* name and contact numbers of other family and friends to collect your child in an emergency.

This information will be collected directly on induction form.

Why we collect it:

We collect you and your child's personal data in order to

* To provide a childcare service
* Support teaching and learning
* To provide a safe guarding environment for the children
* Contact you in case of an emergency
* To keep you updated with important information regarding your child's care
* To manage any special educational, health or medical needs of your child whilst in our care
* To support your child's well-being and development
* To carry out regular assessment of your child's development and identify any areas of concerns to contact you about these, responding to any questions you may have.

* To process your claim for funded hours.
* To creat a tapestry account to record, track and share your child's progress with you. This may include photographs and videos. You may withdraw your consent at anytime, confirming this in writing.
* To write a two year check, between your child being 24months and before they turn 36months.
* To write a transitions report, when your child leaves for big school.

Who we share it with:

* Ofsted - during an inspection
* Transition schools
* Healthy Children's programme
* Norfolk County Council
* Tapestry
* Department for Education (DFE)
* Children's Services
* Early years professionals where applicable
* If there are any child protection concerns, this would be shared with the local authority, with or without parent/carers consent, depending on the tier from the threshold guidance.

Your personal data will never be shared with any other organisation for the use of their own purpose.

How do we protect your data:

* Paper records to be locked in our filling cabinet
* Data kept on technology will be password protected

We have a portfolio at Little Sprouts with all policy and procedures, including :

* Confidentiality Policy
* Data Protection Policy

These policy and procedures will be reviewed regularly.

How long we retain your data:

* All children's and families personal data will kept for 10years after your child leaves the setting
* Your children's tapestry account will be made inactive when your child leaves the setting, after 10years has lapsed it will be deleted.
* For child protection instances, we are under legal requirements to keep your personal data for longer.

Your rights with respect to your personal data:

If you wish to assess your or your child's personal data or have any questions or concerns, please contact Becky Garratt at Little Sprouts Nursery - 07775971420.

After contacting Little Sprouts you still have questions or concerns, you have the right to contact or complain to the Information Commissioners Office, (ICO)
The ICO can be contacted at
Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF Contact Number: 01625 545745 Or ICO.org.uk

We keep this notice under regular review, you will be notified of any changes where applicable.