



*The Little Sweethearts Montessori*

# Privacy Notice

Written by: Nicola Ruffle

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This **Privacy Notice** sets out how we at *The Little Sweethearts Montessori* use and protect the personal data that you provide in respect of yourself and your child. We are committed to ensuring that your privacy is protected and the information which you provide will only be used in accordance with this **Privacy Notice**. This policy may change from time to time so please ensure that you have read the latest policy on our website before using our services.

I am the registered \*Data Controller and if you have any queries about this **Privacy Notice** or our treatment of your personal information then please email us at: [nicolaruffle@hotmail.com](mailto:nicolaruffle@hotmail.com).

## **\*ICO (Information Commissioner's Office)**

<https://ico.org.uk/about-the-ico/what-we-do/register-of-data-controllers/>

## **1. Controlling your personal data**

At *The Little Sweethearts Montessori* we record, process and keep personal information about you and your child in accordance with Article 6 of the General Data Protection Regulation (GDPR May 2018): '*the rights of the data subjects*'.

If you believe that any information we are holding is incorrect or incomplete, please:

- Provide us with you name and email address, and the information which is incorrect.
- Email us at: [nicolaruffle@hotmail.com](mailto:nicolaruffle@hotmail.com) with the words 'Personal Information update' in the email subject.

Please contact us as soon as possible and we will promptly correct any information found to be incorrect.

You may request details of personal information (subject access request) which we hold about you and your child under the Data Protection Act 1998 or indeed request that we delete such information. To do this please:

- Write to us at the following address, requesting to either receive 'Provision of personal information' or 'Delete personal information' and provide your name, address and email address:

The Little Sweethearts  
2 Upper Gordon Road  
Camberley, GU15 2HN.

- Include appropriate evidence of your identity (for this purpose, we will usually accept a photocopy of your passport certified by a solicitor or bank plus an original copy of a utility bill showing your current

address). This information is solely used to help verify that we are dealing with the person to whom the information relates.

- There is a small administrative charge of £10 for the provision of the 'subject access request' service which also covers the cost of posting the personal information to you by registered mail.

We will provide the 'subject access request' information to you, or provide confirmation that such information has been deleted, by post.

## 2. What personal information do I hold about you and your child?

I hold two types of records about you and your child:

### Developmental records including:

- Information from you.
- Details about your child's learning and development at home.
- Observations of your child's learning.
- A statutory 2 year progress check.
- Assessments, individual planning and regular progress summaries.

### Personal records including:

- Personal details required by the statutory frameworks and/or the Local Authority for funding purposes.
- Contractual details including attendance registers and fees information.
- Emergency details including your contact details and records of your child's health care needs.
- Safeguarding and child protection records.
- Any records required to support your child such as shared information from other agencies and professionals.

## 3. Why do I need personal information about you and your child?

Under the Data Protection Act (and its subsequent [General Data Protection Regulation](#) (GDPR)) our Lawful Basis for capturing and processing personal data is Legal Obligation as we require this information to:

- Enable us to provide child care services at *The Little Sweethearts Montessori*.
- Comply with the Early Years Foundation Stage\* (EYFS 2017) and the Childcare Register \*\* (2016). Some of the data I process relates to the Early Years Inspection Handbook\*\*\* (2016). Most of the information I collect about you and your child is statutory; when information is optional I will let you know that you have a choice whether to share it with me or not.

### \*EYFS 2017

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/596629/EYFS\\_STATUTORY\\_FRAMEWORK\\_2017.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/596629/EYFS_STATUTORY_FRAMEWORK_2017.pdf)

### \*\*Childcare Register 2016 – see Annex C

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/616082/EY\\_and\\_childcare\\_reg\\_handbook.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/616082/EY_and_childcare_reg_handbook.pdf) or

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/650103/EY\\_and\\_childcare\\_reg\\_handbook.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/650103/EY_and_childcare_reg_handbook.pdf)

### \*\*\*Early Years Inspection Handbook

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/596329/Early\\_years\\_inspection\\_handbook.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/596329/Early_years_inspection_handbook.pdf) or <https://www.gov.uk/government/publications/inspecting-registered-early-years-providers-guidance-for-inspectors>

#### 4. What do I do with your personal data and with whom is it shared

We are committed to ensuring that your, and your child's, privacy is protected and that the information we ask you to provide will be managed securely and will only be used in accordance with this **Privacy Notice**. Personal information is only shared when there is a need for to be shared, ideally with your permission in advance of sharing, for example:

- I share information with other settings or agencies involved in our child's care. I am required to do this by the EYFS (see my **Permission Form**).
- I am required to share a copy of your child's 2 year progress check with your Health Visitor. I am required to do this by the EYFS.
- I am required to share information with my Local Authority for the purposes of the 2, 3 and 4 year old funding offer and any extra funding I might be able to claim for your child.
- I share information about income and expenses including, when requested, your invoices and payments with HMRC and Tax Credits.

#### 5. How long do I keep your personal data?

We hold personal information for the minimum amount of time to allow us to manage and deliver our services at *The Little Sweethearts Montessori* and to meet regulatory needs. Further information about this can be found in our **Retention Notice** which I will share with you when your child starts in my care and further information about document retention will be clarified in the **Contract Termination Letter** which I will give you when your child leaves *The Little Sweethearts Montessori*.

#### 6. How I delete your personal data

When your child leaves *The Little Sweethearts Montessori*, or at your request we will delete personal data about you and your child as follows:

- **Online deletion** - personal data held on the computer, including emails and personal data held on Baby Days are physically deleted.
- **Paper deletion** – files held in paper format, including photos of children, are either handed to parents or shredded.

Please see our **Retention Notice** for more information.

## 7. How you can make a complaint

If you believe there has been a data breach please contact me immediately so I can investigate if however you think I am not processing your personal data appropriately then you can register a formal complaint by:

- **Complaining to Ofsted** – Ofsted can be contacted in the following ways: email – [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk); phone – 0300 123 1231; address – Piccadilly Gate, Store Street, Manchester M1 2WD.  
Please see my **Complaints Policy** for more information.
- **Complaining to ICO** – if you are concerned about a data breach, you can contact the Information Commissioners Office – <https://ico.org.uk/for-organisations/report-a-breach/>.

## 8. Where is personal data held and how is it processed

### Online data processing

- **Electronic equipment** – I have a laptop and three iPads which are used for business purposes. Personal data is stored on the laptop which includes regularly updated antivirus software and secure password protection (regularly changed). All devices are password and/or fingerprint protected.
- **Visiting my website** –our website <https://www.thelittlesweethearts.com/> does not use cookies and the website does not collect personal data unless you select to contact me via the contact form. Our website also contains links to other websites of interest. We do not pass any personal data to such websites and once you have used these links to leave our website, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this **Privacy Notice**.
- **Email** - My email provider is Hotmail and I use Hotmail to process emails so all email correspondence which will contain personal data is stored on the Hotmail mail server. I keep a copy of your email address on my computer to allow me to process emails quickly: I do not gather statistics or monitor any information.
- **WhatsApp** – I may use WhatsApp to send photographs of your child to you. I keep a copy of your mobile phone number in my Contacts to allow me to send you this information.
- **Text messages** – I use O2 as my mobile phone provider to send and receive text messages. I keep a copy of your mobile phone number in my Contacts to allow me to send you text messages.
- **Baby's Days** –I use Baby's Days for my record keeping. This includes: Accident, Injury and First Aid recording, Accounts, Attendance Register, Child Record and Emergency Contacts, Complaints Records, Concerns about a child, Childcare Contracts, Existing Injuries Record, Illness Record, Incident Record, Learning and Development Information, Medication Administration Record, Permission Forms, Physical Intervention Record, Policies and Procedures, Visitor Log. As parents you have full access to all of this information.

\*Baby Days Privacy Policy

<https://www.babysdays.com/contact/privacy-policy>

### Paper data processing

Paper documents containing personal data relating to you and your child are stored in a locked cupboard. Some documentation is retained to be shared with you and your child on request e.g. your child's creativity file.

Paper data includes:

- Paperwork shared by third parties relating to your child.
- **Local Authority Funding Forms** – parents who are eligible to claim 15 or 30 hours of Government Funded childcare are required to complete a Local Authority 'Free Early Education Entitlement Parent Declaration' form. This form includes identifiers such as parent names and National Insurance numbers and the child's personal details and characteristics.