

## Privacy Policy

### Little Learners Montessori Ltd

#### 1. Introduction

Little Learners Montessori Ltd ("we", "us", "our") is committed to protecting the privacy and personal data of children, parents, carers, staff, contractors, and visitors. We recognise that we process sensitive and confidential information, particularly relating to children, and we take our data protection responsibilities seriously.

This Privacy Policy explains how we collect, use, store, share, and protect personal data in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This policy applies to all personal data processed by Little Learners Montessori Ltd in connection with our nursery operations, including data collected through our nurseries, website, childcare management systems, communications, and statutory reporting obligations.

#### 2. Data Controller

Little Learners Montessori Ltd is the data controller for the personal data we process.

**Data Protection Lead:** Director, Little Learners Montessori Ltd

**Email:** [accounts@thelittlelearners.co.uk](mailto:accounts@thelittlelearners.co.uk)

**Website:** [www.thelittlelearners.co.uk](http://www.thelittlelearners.co.uk)

All data protection enquiries, requests, and complaints should be directed to the Data Protection Lead using the contact details above.

#### 3. The Personal Data We Collect

We may collect and process the following types of personal data:

##### a) Children's Data

- Full name, date of birth, address
- Medical information, allergies, dietary requirements
- Developmental observations and learning records
- Special educational needs (SEN) and EHCP-related information
- Safeguarding and welfare records

- Photographs and videos, where consent has been provided

Children's personal data is treated as high-risk due to their vulnerability and is subject to enhanced safeguards and access controls.

#### **b) Parents and Carers**

- Names, addresses, contact details
- Emergency contact information
- Funding and eligibility information
- Payment and invoicing details
- Communication records

#### **c) Staff and Contractors**

- Contact details and employment records
- DBS information and suitability checks
- Payroll, tax, and pension information
- Training, qualifications, and performance records

#### **d) Website Users**

- IP address
- Browser and device information
- Cookie and analytics data

### **4. Special Category Data**

We process special category data where necessary, including health information, SEN data, and safeguarding records. This data is handled with enhanced security and confidentiality.

We process special category data in accordance with Article 9 of UK GDPR, relying on the following conditions where applicable:

- Compliance with legal obligations
- Vital interests of the child
- Public task
- Explicit consent, where required

## **5. Lawful Basis for Processing**

We process personal data under one or more of the following lawful bases, depending on the nature of the data and the activity involved, for example safeguarding, contractual childcare provision, statutory funding, or consent-based marketing:

- Legal obligation
- Contractual necessity
- Legitimate interests
- Vital interests
- Public task
- Consent, where applicable

## **6. How We Use Personal Data**

We use personal data to:

- Provide childcare and early years education
- Safeguard children and promote their welfare
- Manage funding and statutory reporting
- Communicate with parents, carers, and staff
- Process payments and maintain financial records
- Comply with Ofsted and other regulatory requirements
- Improve our services and website

## **7. Photographs and Videos**

Photographs and videos of children are taken only with written parental consent.

Consent is obtained separately for:

- Internal learning journals and observations
- Marketing and promotional materials

Parents and carers may withdraw consent at any time by notifying the nursery in writing.

Where photographs or recordings are required for safeguarding, regulatory, or legal purposes, we may process such data without consent where permitted by law.

## **8. Data Sharing**

We may share personal data where necessary with:

- Local Authorities, including for early years funding
- Ofsted
- HMRC, including Tax-Free Childcare
- Health professionals and safeguarding agencies
- Our professional advisers, including accountants and legal advisers
- IT and software providers, such as childcare management systems

We only share personal data that is necessary and ensure appropriate safeguards are in place.

We do not sell personal data or share it for commercial marketing purposes.

## **9. Data Retention**

We retain personal data only for as long as necessary and in line with legal and regulatory requirements. Indicative retention periods include:

- Child records retained until the child reaches age 21
- Safeguarding records retained in line with statutory guidance
- Accident and incident records retained in accordance with HSE requirements
- Financial records retained for 6 years
- Staff records retained in line with employment law

Retention periods may be extended where required by law, regulatory guidance, or safeguarding considerations.

## **10. Data Security**

We implement appropriate technical and organisational measures to protect personal data, including:

- Secure digital systems and access controls
- Confidential storage of paper records
- Staff training on data protection and safeguarding

- Regular reviews of data handling practices

## **11. Cookies and Website Analytics**

Our website uses cookies to improve functionality and user experience. Cookies may include essential, functional, and analytical cookies.

You can manage or disable cookies through your browser settings. Further details are available in our Cookie Policy.

## **12. Individual Rights**

Under UK GDPR, individuals have the right to:

- Access their personal data
- Request correction of inaccurate data
- Request erasure of data, where applicable
- Restrict or object to processing
- Data portability
- Withdraw consent, where processing is based on consent

Requests should be made in writing by email to [accounts@thelittlelearners.co.uk](mailto:accounts@thelittlelearners.co.uk). We will respond within one month.

We may request proof of identity before responding to a request to ensure personal data is disclosed securely.

## **13. Complaints**

If you have concerns about how we handle personal data, please contact us in the first instance by email at [accounts@thelittlelearners.co.uk](mailto:accounts@thelittlelearners.co.uk). You also have the right to lodge a complaint with the Information Commissioner's Office (ICO), [www.ico.org.uk](http://www.ico.org.uk).

## **14. Policy Review**

This Privacy Policy is reviewed regularly and updated as required to reflect changes in legislation, guidance, or our practices.