

Privacy Notice

UK GDPR and Data Protection Act 2018

Policy	Privacy Notice - UK GDPR and Data Protection Act 2018
Data controller	Little Oaks Education Ltd (company number 16858208), trading as Little Oaks Nursery
Data protection contact	Elizabeth Jones, Nursery Manager • info@littleoaksed.com • 07494 528308
Applies to	Employees, children and parents/carers
Adopted	23/09/2026
Review date	23/09/2027

What is the purpose of this document?

Little Oaks Nursery ('the nursery' or 'we') is committed to protecting the privacy and security of your personal information.

This privacy notice describes how the nursery collects and uses personal information about employees of the nursery ('employees'), children attending the nursery ('child' or 'children') and the parents or carers of the children ('parents'), known collectively as 'you' or 'your', in accordance with UK data protection law.

Little Oaks Education Ltd (company number 16858208), trading as Little Oaks Nursery, is the data controller. This means we decide how and why personal information is used and are responsible for handling it lawfully.

This notice applies to employees, children and parents/carers. It does not form part of any contract of employment or other contract to provide services. We may update this notice at any time and, where we make a substantial change, we will make the updated notice available as soon as reasonably practical.

It is important that employees and parents/carers read and retain this notice, together with any other privacy notice we provide on specific occasions when we collect or process personal information, so that you understand how and why we use that information and what rights you have.

Data protection principles

We will comply with data protection law. Personal information we hold about you must be:

- Used lawfully, fairly and transparently.
- Collected only for valid purposes that we have clearly explained and not used in a way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited to what is necessary.
- Accurate and kept up to date.
- Kept only for as long as necessary.
- Kept securely.

The kind of information we hold about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include information where the identity has been removed (anonymous data).

Some information is classed as 'special category' data and requires a higher level of protection, for example health information or information about race or ethnicity.

Employees

We may collect, store and use the following categories of personal information about employees:

- Personal contact details such as name, title, address, telephone number and personal email address.
- Date of birth, gender, marital status and dependants.
- Next of kin and emergency contact information.
- National Insurance number.
- Bank account details, payroll records and tax status information.
- Salary, annual leave, pension and benefits information.
- Start date and, where different, continuous employment date.
- Place of work.
- Driving licence information where relevant to the role.
- Recruitment information, including right-to-work documentation, references, CVs, application information and safer-recruitment records.
- Employment records, including job titles, work history, hours, holidays, qualifications, training records and professional memberships.
- Performance, supervision, disciplinary and grievance records.
- Information about use of nursery information and communication systems.
- Records of reportable accidents, injuries, diseases or dangerous occurrences.

We may also collect, store and use special category information about employees, including:

- Information about race or ethnicity.
- Health information, including medical conditions, accident records, health and sickness records.
- Information relating to absence from work, including statutory family leave and sick leave.
- Information needed to administer pensions, statutory payments or other employment-related benefits where relevant.

Children

We may collect, store and use the following categories of personal information about children:

- Name, date of birth and home address.
- Dietary requirements and allergy information.
- Attendance information.
- Photographs and video clips used for legitimate nursery purposes, in accordance with our Photography and Filming Children Policy and permissions.
- Emergency contact information.
- Learning, observation, planning and assessment records, including examples of progress and development.
- Records relating to individual needs, including care plans, referrals and support plans.
- Accident, incident and pre-existing injury records.
- Records of any reportable death, injury, disease or dangerous occurrence.

We may also collect, store and use special category information about children, including:

- Race or ethnicity, spoken language and nationality where relevant.
- Health information, medical conditions, medication, allergies and sickness records.
- Accident and incident reports, including reports of pre-existing injuries.
- Safeguarding and child protection information, referral forms and case details.

Parents and carers

We may collect, store and use the following categories of personal information about parents and carers:

- Name, home address, telephone number and personal email address.
- National Insurance number where needed for funded childcare administration.
- Bank account or payment information where required for nursery payments or refunds.
- Emergency contact and parental responsibility information.
- Information supplied as part of an enquiry, application, registration or funding declaration.

Where necessary, we may also process more sensitive information about parents/carers, such as race or ethnicity, spoken language or nationality, or information shared with us that is relevant to safeguarding, Prevent or the welfare of a child.

How is your personal information collected?

Employees

We collect personal information about employees through the application and recruitment process, directly from candidates and, where relevant, from recruitment agencies, former employers, referees, background-check providers or other lawful sources.

We collect additional personal information in the course of employment and work-related activities.

Children and parents/carers

We collect personal information about children and parents/carers from the initial enquiry or register-interest stage, through the application and enrolment process, during a child's time at Little Oaks, and when the child leaves the nursery.

How and why we use personal information

We use personal information only when we have a lawful basis under Article 6 of the UK GDPR. Where we use special category information, such as health or ethnicity, we also identify a condition under Article 9 and, where required, the Data Protection Act 2018. Criminal offence information is handled under Article 10 and the Data Protection Act 2018.

Purpose	Information used	Lawful basis and additional condition
Enquiries, applications and admissions	Child and parent/carer details, requested sessions, start date, contact information and relevant support needs.	Article 6(1)(b): steps before entering, and performance of, the nursery contract. Article 6(1)(f): our legitimate interest in managing enquiries and waiting lists.
Care, education, attendance and communication	Child records, emergency contacts, attendance, learning and development records, care plans, dietary needs, allergies, medication and SEND information.	Article 6(1)(b): nursery contract. Article 6(1)(c): legal duties under childcare and EYFS requirements. For health, SEND or welfare information: Article 9(2)(g) and the safeguarding conditions in Schedule 1 to the Data Protection Act 2018; Article 9(2)(c) may apply in an emergency.
Safeguarding, child protection and Prevent	Concerns, disclosures, referrals, case records and information about a child or relevant adults.	Article 6(1)(c): legal obligation. Article 6(1)(d): vital interests where necessary. Article 9(2)(g) and Schedule 1 safeguarding conditions. Criminal offence information is processed only where authorised by law.
Government funding and regulation	Eligibility details, declarations, attendance and information required by the local authority, Ofsted or another regulator.	Article 6(1)(c): legal obligation. Article 6(1)(b) may also apply where processing is needed to deliver the agreed place.
Fees, payments and accounting	Invoices, payment information, refunds, debt records and financial correspondence.	Article 6(1)(b): nursery contract. Article 6(1)(c): tax and accounting obligations. Article 6(1)(f): legitimate interests in managing and protecting the business.
Recruitment and employment	Applications, references, right-to-work and DBS information, contracts, pay, pension, leave, performance, training, health and equality information.	Article 6(1)(b): steps before and performance of the employment contract. Article 6(1)(c): employment, tax, pension, safeguarding and health and safety duties. Special category data: Article 9(2)(b) and, where applicable, Article 9(2)(g), with the relevant Schedule 1 conditions.
Security, complaints and legal claims	System logs, correspondence, incident records, complaints and information needed to establish, exercise or defend legal claims.	Article 6(1)(c): legal obligation. Article 6(1)(f): legitimate interests in security, service management and legal protection. Article 9(2)(f) applies where special category information is necessary for legal claims.
Optional photographs, video and communications	Images, video or communications used for a specific optional purpose outside the records needed to provide care and education.	Article 6(1)(a): consent, where we ask for permission. Consent can be refused or withdrawn without affecting the child's place or core provision.

If you do not provide information

If an employee or parent/carer does not provide information we reasonably need, we may be unable to complete recruitment, perform a contract, provide a nursery place or service, administer funding, keep a child safe or meet a legal obligation. We will explain whether the information is required and what may happen if it is not provided.

Change of purpose

We will only use personal information for the purposes for which we collected it unless we reasonably consider that we need to use it for another compatible reason. If we need to use personal information for an unrelated purpose, we will explain the purpose and the lawful basis that allows us to do so.

We may process personal information without knowledge or consent where this is required or permitted by law.

How we use particularly sensitive personal information

Special category personal information requires additional protection. We process this information only where we have a valid legal basis and an additional condition for processing special category data.

- In limited circumstances, with explicit consent.
- Where necessary to carry out legal obligations or exercise rights in employment.
- Where it is necessary for reasons of substantial public interest, safeguarding, health or other purposes permitted by law.
- Where it is necessary in relation to legal claims or to protect the vital interests of an individual.

The nursery's obligations as an employer

- We may use health information to manage sickness absence, statutory family leave, health and safety, fitness to work, reasonable workplace adjustments and employment-related benefits.
- We may use information about race or ethnic origin, religion or belief, disability or other protected characteristics for lawful equal-opportunities monitoring.

Do we need employee consent?

We do not normally rely on employee consent where processing is necessary to meet legal or employment obligations. In limited circumstances we may ask for explicit consent. Where we do so, we will explain what information is requested, why it is needed and that consent can be withdrawn.

Information about criminal convictions

We may process information relating to criminal convictions and offences where the law allows us to do so and where it is appropriate for the role. This includes Disclosure and Barring Service (DBS) checks required as part of safer recruitment and ongoing suitability.

- Where appropriate, we record the date of a DBS check, certificate number and the body conducting the check.
- Criminal-record information is handled in line with our Recruitment, Selection and Suitability of Staff Policy, Data Protection and Confidentiality Policy and applicable law.

Automated decision-making

Little Oaks does not currently make decisions that have a legal or similarly significant effect on employees, parents/carers or children based solely on automated processing.

If this changes, we will only use automated decision-making where permitted by law and will provide appropriate information and safeguards.

Data sharing

We may need to share employee, child or parent/carer information with third parties, including service providers, local authorities, regulators, schools, professional advisers and other organisations where necessary and lawful.

Third parties processing information on our behalf are required to use appropriate security measures and to process personal information only for agreed purposes and in accordance with our instructions.

Third-party organisations that may process information

- Local authorities - for funded childcare, safeguarding, monitoring and statutory functions.

- Ofsted and other regulatory bodies - for regulation, inspection and safeguarding.
- Schools and other early years settings - to support transition and continuity of care and learning, where appropriate.
- Payroll, pension, accounting and HR providers - for employment and business administration.
- Nursery-management, parent-communication, IT, email, cloud-storage and payment providers - where used to deliver nursery services.
- Health, SEND, safeguarding or other professionals - where sharing is necessary to support or protect a child.

Our current core technology providers include:

- Ovivio, for nursery management and parent communications.
- Microsoft 365, including Outlook, Forms, SharePoint and Power Automate, for email, forms, records and administrative workflows.
- Wix, for the Little Oaks website and information submitted through or generated by the website where applicable.

We may appoint or change service providers as the nursery develops. The recipient categories above remain accurate, and a current list of material service providers is available from the Nursery Manager.

Other third parties

We may need to share personal information with a regulator, law-enforcement agency, court, professional adviser or other body where required or permitted by law.

We may also share information in connection with a possible sale, transfer or restructuring of the nursery business. Where practicable, information will be anonymised before completion of any transaction.

International transfers

Some service providers may store personal information outside the UK or allow it to be accessed from another country. Before making a restricted transfer, we will check that the transfer is lawful and that appropriate protection is in place. This may include UK adequacy regulations, the UK International Data Transfer Agreement or the UK Addendum to approved standard contractual clauses, together with any required transfer risk assessment. Contact the Nursery Manager if you would like information about the safeguard used for a particular transfer.

Data retention

How long will you use my information for?

We retain personal information only for as long as necessary for the purposes for which it was collected, including legal, safeguarding, accounting and reporting requirements.

Retention periods differ depending on the type of record. Details are set out in our Access, Storage and Retention of Records Policy. When deciding how long to retain information, we consider its amount, nature and sensitivity, the potential risk of harm from unauthorised use or disclosure, why we need it and applicable legal requirements.

In some circumstances we may anonymise information so that it can no longer be associated with an individual. We may then use that anonymous information without further notice.

When information is no longer required, it will be securely deleted or destroyed in accordance with our retention arrangements.

Your rights

Your duty to inform us of changes

It is important that personal information we hold is accurate and current. Please tell us if your information changes.

Your rights in connection with personal information

Depending on the circumstances, you may have the right to:

- Request access to your personal information (often called a subject access request).
- Request correction of incomplete or inaccurate information.
- Request erasure of personal information where there is no lawful reason for us to continue processing it.
- Request restriction of processing in certain circumstances.
- Request transfer of personal information to another party where the right to data portability applies.

To exercise any of these rights, please contact the Nursery Manager at info@littleoaksed.com.

Your right to object

You have the right to object where we rely on legitimate interests. You also have an absolute right to object to direct marketing. We will stop the relevant processing unless we have compelling legitimate grounds to continue or need the information for legal claims.

No fee usually required

You will not normally have to pay a fee to access your personal information or exercise your other data-protection rights. A reasonable fee may be charged, or a request refused, where permitted by law, for example if a request is manifestly unfounded or excessive.

What we may need from you

We may request specific information to help confirm your identity and ensure that personal information is not disclosed to someone who is not entitled to receive it.

Right to withdraw consent

Where we rely on consent for a specific purpose, you may withdraw that consent at any time. Withdrawal does not affect the lawfulness of processing carried out before consent was withdrawn. If we have another lawful basis for continuing to process the information, we may continue to do so.

To withdraw consent, contact the Nursery Manager at info@littleoaksed.com.

Questions and data protection complaints

If you have a question or wish to make a complaint about how Little Oaks uses personal information, please contact:

Contact	Elizabeth Jones, Nursery Manager
Email	info@littleoaksed.com
Telephone	07494 528308
Address	Little Oaks Nursery, Barn 1 Oakbank, Bolesworth Road, Tattenhall, CH3 9HL

We will acknowledge a data protection complaint within 30 days, make appropriate enquiries, keep you informed and tell you the outcome without undue delay.

You also have the right to raise a concern with the Information Commissioner's Office (ICO), the UK supervisory authority for data protection.

ICO helpline: 0303 123 1113 • Website: ico.org.uk

Changes to this privacy notice

We reserve the right to update this privacy notice at any time. Where we make a substantial change, we will make the revised notice available and, where appropriate, notify employees or parents/carers through our usual communication channels.

Policy approval

This policy was adopted on	Signed on behalf of the nursery	Date for review
23/09/2026		23/09/2027