

**Data Protection & GDPR Policy**

**Introduction**

Little Acorns is committed to protecting the personal data of children, parents, staff, and all stakeholders in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This policy outlines how we collect, store, process, and protect personal data.

**Legal Framework**

This policy complies with the UK GDPR and the Data Protection Act 2018, which govern the collection, processing, and storage of personal information.

**What Data We Collect**

We collect and process personal data including, but not limited to:

* **Children’s Information:** Name, date of birth, medical details, emergency contacts, attendance records.
* **Parents/Guardians Information:** Contact details, payment information, consent forms.
* **Staff Information:** Name, address, employment records, qualifications, payroll data.
* **Third Parties:** Information shared with local authorities, healthcare professionals, or regulatory bodies when required by law.

**How We Use Personal Data**

Personal data is collected to:

* Ensure the safety and wellbeing of children.
* Maintain accurate attendance and health records.
* Communicate with parents and guardians regarding their child’s care.
* Fulfil legal and regulatory obligations (e.g., safeguarding, funding requirements).
* Process payments and administrative tasks.

**Data Storage & Security**

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

* Secure password-protected databases for electronic records.
* Locked filing cabinets for physical records.
* Restricted access to sensitive information—only authorised staff members can view personal data.
* Regular staff training on data protection responsibilities.

**Sharing Data**

We do not share personal data with third parties unless legally required or with parental consent. Information may be shared with:

* Local authorities for funding or safeguarding purposes.
* Healthcare professionals in medical emergencies.
* Ofsted and other regulatory bodies if necessary.

**Data Retention**

We only retain personal data for as long as necessary to fulfil legal or regulatory obligations:

* Children’s records are stored for a reasonable period after leaving the preschool, this usually coincides with Ofsted cycles unless otherwise required (child protection etc).
* Staff records are stored for six after employment ends.
* Financial records are kept for six in compliance with tax laws.

**Rights of Individuals**

Parents, guardians, and staff have the right to:

* **Access** the personal data we hold about them.
* **Request corrections** to inaccurate data.
* **Request deletion** of data (subject to legal requirements).
* **Object to processing** in certain circumstances.
* **Withdraw consent** for optional data processing.

**Contact & Complaints**

If you have any concerns about data protection or wish to exercise your rights under UK GDPR, please contact **Data Protection Officer:** Jackie Bird **Email:** jackie@littleacornswendover.org **Phone:** 07895 750217

If you believe we have not handled your data appropriately, you may file a complaint with the **Information Commissioner’s Office (ICO)** at www.ico.org.uk.