



Privacy Notice

The organisation processes information on children in order to help administer education and children's services and in doing so must comply with the General Data Protection Regulation (GDPR).

This means, among other things that the data held about children must only be used for specific purposes allowed by law. We list below why that data is held, and to whom it may be passed on.

Little Tigers (Park Royal) Limited holds information on children in order to support their development, to monitor their progress, and to assess how well the setting as a whole is doing. This information includes date of birth, contact details, attendance information, characteristics such as ethnic group, special educational needs, and any relevant medical information.

From time-to-time Little Tigers are required to pass on some of this data to Local Authorities (LA), the Department for Education (DfE) and to agencies that are prescribed by law and Ofsted. In particular, at age five an assessment is made of all children (the Early Years Foundation Stage Profile) and this information is passed to the Local Authority and receiving maintained school to help meet the child's needs.

The Local Authority (LA) uses information about children for whom it provides services to carry out specific functions for which it is responsible. For example, the Local Authority will assess any special educational needs the child may have. The information is also kept and shared with Brent Council and our Commissioned Partners for the purpose of claiming funding but may be used for the wider purpose of planning services for children and families. It also uses the information to derive statistics to inform various decisions. The statistics are used in such a way that individual children cannot be identified from them.

Her Majesty's Chief Inspector of Education, Children's Services and Skills and Ofsted do not routinely process any information about individual children. Ofsted holds no records of individual children's progress. However, it does use information about the achievement of groups of children to help inform its judgements about the quality of education in Early Years Settings.

The Secretary of State for Education and the Department for Education (DfE) use information about children and pupils for research and statistical purposes, to allocate funds, to inform, influence and improve education policy and to monitor the performance of the education and children's services as a whole. The DfE will feed back to LAs information about children for a variety of purposes that will include data checking exercises, and use in evaluation of the LA. The DfE may also use contact details from these sources to obtain samples for statistical surveys: these surveys may be carried out by research agencies working under contract to the DfE and participation in such surveys is usually voluntary. The DfE may also match data from these sources to data obtained from statistical



surveys. The DfE may also disclose individual child and pupil information to independent researchers into the educational achievements of pupils who have a legitimate need for it for their research, but each case will be determined on its merits and subject to the approval of the DfE's Chief Statistician.

Little Tigers also holds information provided by parents or carers which may include personal details (name, date of birth, national insurance number); contact details (address, phone number, email address); and, bank details (name of bank, account number and sort code).

[How we process your personal data](#)

Little Tigers complies with its obligations under the GDPR by:

- keeping personal data up to date; storing and destroying it securely;
- not collecting or retaining excessive amounts of data;
- protecting personal data from loss, misuse, unauthorised access, and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

All the data we process, we do so to fulfil the contract we have with you. Little Tigers hold and processes your data to be able to:

- Provide the appropriate care for your child
- Support your child's learning
- Monitor and report on your child's progress
- Ensure the right first aid and medication is provided to your child in cases where they become ill or have an accident in our care

There is certain data we hold about you as a parent or guardian to be able to successfully carry out the contract. The information we hold about you includes your name and address, contact details, bank details and signatures.

- We hold this personal data and use it to:
- Be able to contact you in case there is an emergency regarding your child
- Be able to take payment for the childcare we are providing your child
- To provide proof of consent of your agreement to our contract terms and conditions

Whilst much of the data you provide to us is mandatory to carry out the contract you hold with us, some of it is provided on a voluntary basis. To comply with the GDPR we will inform you at the time of collection whether the information you are asked to provide is mandatory. Where personal data is not required for legal or contractual reasons, we will give you the opportunity provide your consent for us to use your data for that purpose.

[Data retention periods](#)



Little Tigers is committed to ensuring we do not hold personal data for any longer than necessary. Data which we hold under contract is subject to specified retention periods. These are as follows:

- Parent and child personal data - Until the child is 26 years old
- Safeguarding information - Until the child is 26 years old
- Medical and health data - Will not be destroyed
- Accident data - Will not be destroyed
- Child learning progress - Given to the parent when the child leaves the nursery, if not collected by the parent or guardian this will be destroyed a term after the child has left the nurser.

Once the data has been used for its original purpose and the retention period has expired, we will appropriately dispose of the data

Who to write to about the data held

Children, as data subjects, have certain rights under The General Data Protection Regulation (GDPR), including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child, then please contact the relevant organisation in writing:

- Little Tigers, 8 Lakeside Drive, Park Royal, London, NW10 7HQ
- Data Protection Officer, Brent Civic Centre, Engineers Way, Wembley HA9 0FG
- Ofsted's Data Protection Officer at Aviation House, 125 Kingsway, London, WC2B 6SE or email enquiries@ofsted.gov.uk
- DfE's Data Protection Officer at DFE, Sanctuary Buildings, LONDON, SW1P 3BT or complete the online form at <http://www.education.gov.uk/help/contactus> (Telephone: 0370 000 2288)

Please note that in order to fulfil their responsibilities under the GDPR the organisation may, before responding to this request, seek proof of the requestor's identity and any further information required to locate the personal data requested.