



GDPR

YOU WILL BE GIVEN 2 COPIES OF THIS LETTER, ONE FOR US AND ONE FOR YOU.

Little Hearts Pre School Cranleigh are required to inform you of how we process and store personal data within the setting;

All personal data regarding your child attending Little Hearts is stored in the locked cupboard in the locked filing cabinet or in folders or on the computer system. Your child's full name and date of birth is printed on our daily registers. The registers are stored in the filing cabinet when not in use or in the rooms. We have a computer in use which is only used by senior management. The laptop is password protected. Emails are protected by password access; sent out and received via egress (in cases where sensitive information is being sent)

Little Hearts Preschool Cranleigh will share information with external agencies only after we have sought permission from you. Significant Safeguarding concerns will be the only time permission may not be sought to speak to other agencies.

In some cases, a third-party organization, such as a funding body, may require you to sign an agreement to allow your information to be shared e.g. on a funding form. Please read all paperwork thoroughly before signing, so that you know exactly how your information will be used.

We will make sure that the information about you is accurate and up to date when we collect or use it. You can help us with this by keeping us informed of any changes to the information we hold about you.

Little Hearts Pre-School are registered with the ICO.

Little Hearts Pre School refer to a document 'retention periods for records' to ensure we retain personal data records for the correct amount of time. There are certain records that we must retain, you have the right to ask for additional data to be handed over to you or we will destroy it appropriately.

We must adhere to the lawfulness of Processing Data. All data collected by ourselves will fall in to one of the following categories:

- Consent of the data subject.
- Processing is necessary for the performance of a contract with the data subject.
- Processing is necessary for the compliance with a legal obligation.
- Processing is necessary to protect the vital interests of the data subject.
- Processing is necessary in the public interest or the controller has official authority.
- Processing is necessary for the purpose of legitimate interests pursued by the controller or third party.

The personal data held at Little Hearts is secure and only shared with a third party such as another childcare setting, Tax Credits, Government Funding Claims, health visitor, safeguarding complaint, doctors or emergency services in the event of an emergency.

As well as personal information such as your child's name, date of birth and address we also collect and hold data on your child's characteristics such as their language and ethnicity, attendance information such as sessions attended, number of absences and absence reasons), medical information, assessment information and information regarding special educational needs.

Parent Acknowledgement Signature: