



# Little Giraffes

Empowering Little Learners

## Privacy Notice

(Staff, Students and Volunteers)

**Issue Date:** February 2026

**Review Date:** January 2027

**Document Remit:** All Settings

**Classification:** Public

## Document Contents:

1. Document Intent
2. Who We Are
3. Our Legal and Regulatory Responsibilities
4. Data Protection Roles
5. Personal Data We Collect
6. Financial and Payment Data
7. How We Use Personal Data
8. Lawful Bases for Processing
9. Special Category Data
10. Safer Recruitment and EYFS Suitability Requirements
11. Who We Share Personal Data with
12. Data Storage, Security and Website Systems
13. Data Retention
14. Individual Rights Under UK GDPR
15. Concerns and Complaints

## **Section One: Document Intent**

This Privacy Notice explains how Little Giraffes Ltd collects, uses, stores and protects personal data relating to staff members, students and volunteers.

This notice is provided in accordance with the UK General Data Protection Regulation, the Data Protection Act 2018, the Early Years Foundation Stage statutory framework and guidance issued by the Information Commissioner's Office. It explains what personal data we collect, why we collect it, how it is used, how it is stored and the rights available to individuals.

This notice applies to all employees, agency staff, students, apprentices, volunteers and any individual undertaking work or placements within our setting.

## **Section Two: Who We Are**

Little Giraffes Ltd is an Ofsted registered childcare provider operating in England.

For the purposes of data protection law, Little Giraffes Ltd is the data controller. This means we are responsible for deciding how personal data is collected, used and protected.

## **Section Three: Our Legal and Regulatory Responsibilities**

We process personal data in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018.

As an Early Years provider, we are required to collect, retain and share certain information under the Early Years Foundation Stage statutory framework, safeguarding legislation and funding requirements.

Our data handling practices reflect guidance issued by the Information Commissioner's Office and expectations set by Ofsted.

## Section Four: Data Protection Roles

We have appointed a **Data Protection Officer** who is responsible for overseeing compliance with data protection legislation, providing advice, managing data protection risks and responding to data subject rights requests.

We have appointed a **Designated Safeguarding Lead** who is responsible for safeguarding and child protection matters, including staff suitability concerns.

These roles are currently assigned to the same individual with the Board of Directors having appropriate oversight, accountability and safeguarding integrity.

## Section Five: Personal Data We Collect

We may collect and process the following personal data:

- Full name, address, date of birth and contact details.
- Identification documents and right to work information.
- Qualifications, training and professional development records.
- Employment history and references.
- Supervision, appraisal and disciplinary records.
- Absence, sickness and return-to-work records.
- Accident, incident and safeguarding records involving staff.
- Records of suitability, conduct and capability.

## Section Six: Financial and Payment Data

We process financial and payment data including:

- Salary and wage information.
- Payroll records.
- Tax, national insurance and pension details.
- Bank account details for salary and expense payments.
- Records of expenses, allowances and reimbursements.

Financial data is processed only where necessary and securely.

## Section Seven: How We Use Personal Data

We use personal data to:

- Manage recruitment, employment and placements.
- Ensure staff and volunteers are suitable to work with children.
- Meet safeguarding and welfare duties under the EYFS.
- Administer payroll, expenses and pensions.
- Support supervision, training and professional development.
- Comply with legal, regulatory and contractual obligations.

## Section Eight: Lawful Bases for Processing

We process personal data under one or more lawful bases set out in Article 6 of UK GDPR, including:

- Performance of an employment or placement contract.
- Compliance with legal obligations.
- Legitimate interests, balanced against individual rights.
- Vital interests, particularly in safeguarding situations.

## Section Nine: Special Category Data

We process special category data such as health information and equality data under Article 9 UK GDPR.

We process criminal records data, including Disclosure and Barring Service checks, under Article 10 UK GDPR where required for safeguarding and EYFS suitability purposes.

Enhanced safeguards and restricted access apply to this data.

## Section Ten: Safer Recruitment and EYFS Suitability Requirements

We process personal data to meet safer recruitment and ongoing suitability requirements under the EYFS.

This includes:

- Application forms and interview records.
- References and employment history checks.
- DBS, barred list and identity checks.
- Records of suitability decisions and reviews.
- Ongoing monitoring of conduct, capability and safeguarding concerns.

These records are essential to protect children and meet statutory obligations.

## Section Eleven: Who We Share Personal Data with

We may share personal data with:

- Ofsted.
- Local authorities and safeguarding partners.
- The Disclosure and Barring Service.
- HM Revenue and Customs.
- Payroll companies.
- Pension providers.
- Professional advisers where legally required.

Information is shared only where lawful and necessary.

## Section Twelve: Data Storage, Security and Website Systems

Personal data is stored securely in electronic and paper-based systems.

For operational efficiency and secure access, certain staff records are stored within our website systems. Appropriate technical and organisational measures are in place to protect data from unauthorised access, loss or misuse.

### **Section Thirteen: Data Retention**

We retain personal data only for as long as necessary and in line with EYFS requirements, employment law, safeguarding obligations and ICO guidance.

Retention schedules are reviewed regularly.

### **Section Fourteen: Individual Rights Under UK GDPR**

Individuals have rights including access to personal data, rectification, erasure, restriction of processing and objection.

Requests are handled in accordance with statutory timescales.

### **Section Fifteen: Concerns and Complaints**

If you have concerns about how we handle personal data, please contact us via email at [info@littlegiraffes.co.uk](mailto:info@littlegiraffes.co.uk), directing your email to the Data Protection Officer in the first instance so we can address the issue.

You also have the right to complain to the Information Commissioner's Office.

