



# Little Giraffes

Empowering Little Learners

## Privacy Notice

(Visitors and Contractors)

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## **Section One: Document Intent**

This Privacy Notice explains how Little Giraffes Ltd collects, uses, stores and protects personal data relating to visitors and contractors who attend, work at or provide services to our setting.

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 visitors, contractors, consultants, suppliers and service providers.

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

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

For the purposes of data protection legislation, Little Giraffes Ltd is the data controller. This means we are responsible for deciding how personal data relating to visitors and contractors 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 and retain certain information to meet safeguarding, health and safety and welfare obligations under the Early Years Foundation Stage statutory framework.

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 oversees compliance with data protection legislation, provides advice and manages data protection enquiries and rights requests.

We have appointed a **Designated Safeguarding Lead** who is responsible for safeguarding and child protection matters, including oversight of visitor and contractor suitability where relevant.

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 relating to visitors and contractors:

- Full name and contact details.
- Organisation or company name.
- Role, purpose of visit or service provided.
- Identification details.
- Vehicle registration details where required for site safety.
- Visitor sign-in and sign-out records.
- Safeguarding declarations and confirmations.
- Records of incidents or concerns.

## Section Six: Financial and Payment Data

Where applicable, we may process financial and payment data including:

- Invoices and payment records.
- Bank account details for contractor payments.
- Records of fees, charges and expenses.
- Correspondence relating to payments and contractual arrangements.

Financial data is processed securely and only where necessary.

## Section Seven: How We Use Personal Data

We use personal data to:

- Manage access to our premises.
- Ensure the safety and welfare of children, staff and visitors.
- Meet safeguarding obligations under the EYFS.
- Administer contracts, services and payments.
- Maintain accurate records for legal and regulatory purposes.

## 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 a contract.
- Compliance with legal obligations.
- Legitimate interests, balanced against individual rights.
- Vital interests, particularly in safeguarding or emergency situations.

## Section Nine: Special Category Data and Safeguarding-related data

In limited circumstances, we may process special category data such as health information or safeguarding-related information under Article 9 of UK GDPR.

This data is processed only where necessary and with enhanced safeguards and restricted access.

## Section Ten: EYFS Safeguarding and Welfare Requirements

We process visitor and contractor data to meet safeguarding and welfare duties under the EYFS.

This may include:

- Verifying identity and suitability.
- Maintaining visitor logs.
- Recording safeguarding concerns or incidents.
- Ensuring appropriate supervision and access controls.

These measures are essential to protect children and comply with statutory requirements.

## Section Eleven: Who We Share Personal Data with

We may share personal data with:

- Banks and professional advisors such as accountants.
- Ofsted.
- Local authorities and safeguarding partners.
- Health and safety regulators.
- Emergency services where necessary.
- Law enforcement agencies 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 formats.

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

## Section Thirteen: Data Retention

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

Retention periods are reviewed regularly.

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

Individuals have rights under UK GDPR, including the right to access personal data, request rectification, request erasure, restrict processing and object to processing.

Requests will be responded to within 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.

