



Little Giraffes

Empowering Little Learners

Privacy Notice

(Families and Children)

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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. Safeguarding and EYFS 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 children who attend our setting and their parents or carers.

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 children, their parents and carers 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 and ICO guidance, responding to data protection queries and managing data subject rights.

We have appointed a **Designated Safeguarding Lead** who is responsible for safeguarding and child protection records, decisions and referrals.

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 children and families:

- Child's full name, date of birth, address and identification details.
- Parent and carer names, addresses, telephone numbers and email addresses.
- Emergency contact details.
- Medical, dietary, allergy and health information.
- Developmental, learning and assessment records.
- Religion and ethnicity information.
- Attendance and session records.
- Accident, incident and injury records.
- Safeguarding concerns, referrals and outcomes.

Section Six: Financial and Payment Data

We process financial and payment information relating to childcare services, including:

- Invoices and fee schedules.
- Records of payments made and outstanding balances.
- Funding, grant and subsidy information, including government funding schemes.

- Correspondence relating to fees, payments and funding.

Financial data is processed only where necessary and securely.

Section Seven: How We Use Personal Data

We use personal data to:

- Provide safe, high-quality childcare and early education.
- Meet learning, welfare and safeguarding duties under the EYFS.
- Monitor children’s development and progress.
- Communicate effectively with parents and carers.
- Administer bookings, attendance and payments.
- Comply with legal, regulatory and funding 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 a contract.
- Compliance with legal obligations.
- Vital interests, particularly in medical or safeguarding emergencies.
- Legitimate interests, balanced against the rights and freedoms of individuals.

Section Nine: Special Category Data

We process special category data such as health, medical, religion and safeguarding information under Article 9 of UK GDPR.

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

Section Ten: Safeguarding and EYFS Requirements

Safeguarding information is processed to meet our statutory duties under the EYFS and child protection legislation.

Records may include concerns raised, actions taken, referrals made and multi-agency correspondence. Safeguarding records are handled with the highest level of confidentiality and are accessible only to authorised staff.

Section Eleven: Who We Share Personal Data with

We may share personal data with:

- Ofsted.
- Local authorities and safeguarding partners.
- Health professionals and emergency services.
- Funding bodies and government departments.
- Law enforcement agencies where legally required.

We only share information where it is lawful and necessary to do so.

Section Twelve: Data Storage, Security and Website Systems

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

For operational efficiency and ease of access, certain records are stored securely within our online 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 and statutory retention periods.

Retention periods are reviewed regularly in accordance with ICO guidance and listed within our Data Protection Policy.

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, 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.