



Privacy Policy

To meet Data Protection requirements and under GDPR May requirements, Little Dreams Nursery have issued a Privacy Policy.

Little Dreams Nursery require parents / guardians to complete the registration form for their child to attend the Nursery. It is recommended that records should be retained for 6 years. After this period the documents will be destroyed unless legal action is pending. No data will be kept online for any amount of time once your child leaves Nursery, the only data that the Nursery has online is your child's registration form via e-mail.

Please see Little Dreams Nursery Data Protection Policy and Information Sharing Policy.

Little Dreams Nursery require data about your child to ensure appropriate and relevant learning opportunities are provided to your child according to age and development. We require this information to ensure your child has the best opportunities for further development / pre-school funding / outside agencies.

We require parent information, so we have contact details for you in case the Nursery needs to contact you due to your child's ill health, accidents, or any other circumstances. We also require parents' data to share with college if the parent attends College and College will be funding childcare and the Early Learning Team if your child will be receiving funding.

If we have no data to process your child's registration, then your child can not attend nursery.

Data Protection Officer: Nicola Park

Privacy Policy – Staff

To meet Data Protection requirements and under GDPR requirements, Little Dreams Nursery have issued a Privacy Policy for staff.

Little Dreams Nursery will require personnel data from individual staff to ensure we adhere to our "Recruitment and Induction Policy".

All information will be kept within the nursery and will be disposed of 6 years after the member of staff terminates their employment.

Staff application forms and references will be the only data that will be kept online. These will be kept and stored for 6 years after the member of staff terminates their employment.

Data used for staff salaries and pensions will be shared with the accountant and Workplace Pensions. All data relating to individual salaries and pensions will be deleted after the termination of the staff member.

Staff data may be shared with the SSSC if any misconduct has been witnessed at Nursery.

Staff data may be shared with the Care Inspectorate under circumstances which Nursery feel are appropriate to disclose.

Please refer to our Citation Atlas Folder.

Data Protection Officer: Nicola Park