

Little Acorns Montessori

Privacy Notice — Data Protection

Bracknell | Ascot | Crowthorne

1. Document Control

Policy Title	Privacy Notice — Data Protection
Version	1.0
Date of Issue	June 2026
Next Review Date	June 2027
Author / Owner	Jonathan Duffy
Role	Director/Owner
ICO Registration Number	ZA161231 (registered since 26 January 2016)
Applies To	All staff, volunteers, management, and students on placement at Little Acorns Montessori — Bracknell, Ascot, and Crowthorne campuses

⚠ IMPORTANT — LEGISLATION UPDATE: *The old Data Protection Act 1998 is repealed and has no legal force. This Privacy Notice is issued under UK GDPR (as retained in UK law by the European Union (Withdrawal) Act 2018), the Data Protection Act 2018, and the Data (Use and Access) Act 2025. Any document referencing only the Data Protection Act 1998 is non-compliant and must be replaced immediately.*

2. Policy Statement

Little Acorns Montessori Limited is committed to protecting the privacy, dignity, and legal rights of every individual whose personal data we hold. This Privacy Notice explains what personal data we collect, why we collect it, how we use and store it, who we may share it with, and how individuals can exercise their rights.

This notice applies to personal data held about children, parents and carers, staff, volunteers, visitors, and prospective families — whether stored electronically, in paper form, or any other format.

Little Acorns Montessori Limited is registered as a data controller with the Information Commissioner's Office (ICO) under registration reference ZA161231.

3. Statutory and Legal Framework

This Privacy Notice fulfils obligations arising from the following legislation and statutory guidance:

- UK General Data Protection Regulation (UK GDPR) — retained in UK law under the European Union (Withdrawal) Act 2018
- Data Protection Act 2018
- Data (Use and Access) Act 2025 — received Royal Assent 19 June 2025; provisions being commenced in stages from August 2025
- Computer Misuse Act 1990
- Freedom of Information Act 2000
- Human Rights Act 1998

- Children Act 1989 and 2004
- Childcare Act 2006
- Statutory Framework for the Early Years Foundation Stage (EYFS) 2024 — in particular Sections 3.67–3.73 (records and information sharing)
- Keeping Children Safe in Education (KCSIE) 2025 — referred to as best practice guidance; note that KCSIE is statutory guidance for schools and colleges under the Education Act 2002. As a private early years provider, Little Acorns Montessori Limited's primary statutory safeguarding framework is the EYFS Statutory Framework 2024 and Working Together to Safeguard Children 2023. KCSIE principles are adopted where relevant to early years safeguarding practice and record-keeping.
- Working Together to Safeguard Children 2023
- IRMS Records Retention Schedule for Education 2022

4. Who We Are and How to Contact Us

Little Acorns Montessori Limited is the data controller for all personal data processed across our three campuses.

Campus	Address	Contact
Bracknell	Berkshire Guide Centre, Windlesham Rd, Bracknell RG42 1GG	<u>01344 411928</u>
Ascot	St Peters Hall, Hatchet Ln, Winkfield, Windsor SL4 2EG	<u>01344 882942</u>
Crowthorne	Buckler's Park Community Hub, Goodwood Crescent, Crowthorne, RG45 6NB	<u>07592 542546</u>

Campus	Data Protection Officer	Data Controller
Bracknell	Agata Payne	Jonathan Duffy
Ascot	Rachel Terry	Jonathan Duffy
Crowthorne	Emma Gray	Jonathan Duffy

ICO Registration: ZA161231 | ico.org.uk

5. What Personal Data We Collect and Why

We collect and process personal data for the following groups of individuals:

5.1 Children — Lawful Basis: Legal Obligation (EYFS Statutory Framework 2024) and Legitimate Interests:

- Full name, date of birth, home address, and birth certificate number

- Medical information: allergies, medication, diagnoses, and individual healthcare plans
- Special Educational Needs and Disability (SEND) information and associated reports
- Attendance records, learning journals, and developmental assessments
- Free Nursery Entitlement (FNE) claim data — shared with the relevant Local Authority
- Child Protection and safeguarding records (where applicable)
- Records of accidents, injuries, and incidents
- Information about involvement with Children's Social Care or other external agencies

For special category data (health, SEND, safeguarding records), the additional lawful condition is Article 9(2)(b) — processing necessary for obligations in the field of social protection law — and/or Article 9(2)(c) — vital interests — where applicable.

5.2 Parents and Carers — Lawful Basis: Contract and Legal Obligation

- Full names, home addresses, telephone numbers, and email addresses
- National Insurance numbers (for FNE funding claims)
- Emergency contact details
- Financial information relating to nursery fees and funding claims

5.3 Staff and Volunteers — Lawful Basis: Contract and Legal Obligation

- Full name, address, date of birth, and National Insurance number
- Bank details (for payroll purposes)
- Employment history, references, and right-to-work documentation
- Disclosure and Barring Service (DBS) check records
- Training records, qualifications, and staff development records
- Disciplinary and grievance records (where applicable)

5.4 Visitors — Lawful Basis: Legitimate Interests and Safeguarding

- Full name, telephone number, address, and company name (where applicable)
- Date, time, and purpose of visit

5.5 Special Category Data

The following categories of data require additional protection under Article 9 of the UK GDPR and will only be processed where there is a clear lawful basis:

- Racial or ethnic origin
- Religious or philosophical beliefs
- Physical or mental health data
- Sexual orientation
- Criminal offences and convictions

6. Who We Share Your Information With

We may share personal data with the following organisations where there is a lawful basis to do so. We will never sell personal data or share it for commercial purposes.

Recipient	Purpose	Lawful Basis
Bracknell Forest Council (or relevant LA)	Funding claims (FNE), statutory census, safeguarding	Legal obligation
Department for Education (DfE)	Statutory returns and the National Pupil Database	Legal obligation / Public task
Ofsted	Inspection and regulatory oversight	Legal obligation
Receiving schools (on transition)	School transition and continuity of learning	Legitimate interests / Parental consent
Children's Social Care	Safeguarding and child protection	Legal obligation / Vital interests
NHS / Health professionals	Healthcare plans and medical needs	Vital interests / Legal obligation
Police	Where required by law or court order	Legal obligation
Insurance providers	Accident / incident claims	Legitimate interests (LIA completed — necessary for the protection of the setting and individuals involved; not overridden by individuals' rights)

All third-party recipients must operate their own UK GDPR-compliant data handling procedures.

7. How Long We Keep Your Information

Personal data will not be retained for longer than is necessary for its purpose. After the relevant retention period, all records will be securely shredded or permanently deleted.

Record Type	Retention Period	Authority
Children's general records	Until child reaches age 21	IRMS 2022 / Early Years Alliance
Accident and injury records	Until age 21 years and 3 months	Limitation Act 1980 / IRMS 2022
SEND records and healthcare plans	Until age 25	IRMS 2022 / SEND Code of Practice
Child Protection records (CP Plan, CIN, S47)	Until age 25 minimum	IRMS 2022 / Local LSCP requirements
Looked After Children (LAC) records	75 years	IICSA recommendation / IRMS 2022
Allegations of child sexual abuse	75 years from date of allegation	IICSA Final Report 2022
Staff personnel files and training records	7 years after employment ends	IRMS 2022 / HMRC
Staff DBS records	6 months after check processed	DBS Code of Practice
Payroll records	7 years	HMRC requirements
Allegations against staff	Until staff member reaches age 65, or 10 years (whichever is longer)	IRMS 2022
Visitor records	Up to 24 years (safeguarding)	Safeguarding obligation
Waiting list records (child did not attend)	Until confirmed child will not attend; then securely shredded	Data minimisation principle

8. Your Rights Under UK GDPR

You have the following rights in relation to the personal data we hold about you. To exercise any right, please contact the DPO in writing.

8.1 The Right to Be Informed

You have the right to be told how your personal data is used. This Privacy Notice fulfils that obligation.

8.2 The Right of Access (Subject Access Request)

You may request a copy of all personal data held about you (or your child). We must respond within one calendar month. This is free of charge unless the request is manifestly unfounded or excessive.

8.3 The Right to Rectification

You may request that inaccurate or incomplete data be corrected. We will act within one calendar month of receiving a written request.

8.4 The Right to Erasure

You may request deletion of your data where there is no compelling reason for its continued processing. We may be legally required to retain certain records; in such cases we will inform you in writing.

8.5 The Right to Restrict Processing

You may request that we limit how we use your data while a complaint or query is resolved.

8.6 The Right to Data Portability

Where we process your personal data by automated means and on the basis of your consent or a contract, you have the right to receive that data in a structured, commonly used, and machine-readable format. You may also request that we transmit it directly to another organisation where technically feasible. This right applies primarily to data you have provided to us directly, such as contact details held within digital systems.

8.7 The Right to Object

You may object to your data being used for activities such as marketing or research. Such objections will be honoured promptly.

8.7 Automated Decision-Making and Profiling

Little Acorns Montessori Limited does not currently use automated decision-making or profiling in relation to children, parents, staff, or visitors. No decisions with legal or significant effects are made about individuals by automated means.

If this changes in future, we will update this Privacy Notice and, where required, carry out a Data Protection Impact Assessment before commencing such processing. You would have the right to request human review of any automated decision, to express your point of view, and to contest the outcome.

9. How We Keep Your Information Safe

9.1 Paper Records

- All paper records are stored in locked filing cabinets in a secure office at the relevant campus.
- Records must not be removed from the setting without written authorisation from the DPO.
- Files relating to individual children or staff are treated as strictly confidential.

9.2 Electronic Records

- All computers, laptops, tablets, and digital learning journals are password protected.
- When a staff member leaves, all associated passwords are changed immediately.
- Staff must not use personal devices to store, photograph, or transfer any setting-related personal data.
- Any portable storage devices must be password protected.

9.3 Data Shared with Third Parties

- Data shared with Local Authorities, Ofsted, or receiving schools is transmitted via secure electronic file transfer.
- All third-party recipients must operate their own UK GDPR-compliant data handling procedures.

9.4 Personal Data Breaches

- In the event of a personal data breach that is likely to result in a risk to your rights and freedoms, Little Acorns Montessori Limited is required to report the breach to the Information Commissioner's Office (ICO) within 72 hours of becoming aware of it.
- Where a breach is likely to result in a high risk to you, we will also notify you directly without undue delay, explaining what happened, what data was affected, and what steps we are taking to address it.
- If you believe your personal data has been involved in a breach, please contact the DPO immediately.

10. Photographs, Video, and Social Media

- Photographs and video recordings of children may only be taken on setting-owned devices.
- Personal mobile phones and devices must never be used to photograph or film children.
- Explicit written consent must be obtained from parents and carers before any images are used, including on the nursery website, newsletters, or social media.
- Consent can be withdrawn at any time; the setting will act promptly to remove images upon withdrawal.
- Images are stored securely and will not be shared publicly without consent.

11. How to Raise a Concern or Complaint

If you believe that Little Acorns Montessori Limited has not handled your personal data in accordance with UK GDPR, you may:

- Raise the matter with the DPO (Valerie Duffy) in the first instance.
- If the matter is not resolved to your satisfaction, you have the right to lodge a complaint directly with the ICO:

- Website: <https://ico.org.uk/>
- Telephone: 0303 123 1113
- ICO Registration Reference for Little Acorns Montessori Limited: ZA161231

12. Relationship Between This Privacy Notice and the GDPR Policy

You need BOTH documents. They serve different purposes and together form a complete, compliant data protection framework.

Document	Audience	Purpose
GDPR Policy	Staff and management (internal)	Governs how the setting operates its data protection systems — roles, procedures, breach reporting, training, retention schedules
Privacy Notice (this document)	Parents, carers, children, staff, and visitors (external)	Tells individuals what data is collected about them, why, and what their rights are — required at the point of data collection

Under Article 13 and 14 of the UK GDPR, issuing a Privacy Notice at the point of data collection is a statutory duty. The GDPR Policy alone does not fulfil this obligation. Both documents must be maintained, reviewed annually, and kept up to date.

13. Policy Review

This Privacy Notice must be reviewed annually, or sooner in the event of:

- A change in relevant legislation or statutory guidance
- A significant data breach or ICO enforcement action
- A material change in the way personal data is collected or processed by the setting

14. Sign-Off

Role	Name	Date
Owner/Director	Jonathan Duffy	June 2026