

LBL After School Club/ Little Ladybirds London

Privacy Notice

We are issuing a privacy notice in line with new GDPR regulations. These regulations are in place to ensure your data is processed and stored appropriately and safely.

The key principles of the GDPR are that personal data is:

- Collected and processed for a lawful reason, and in a fair and transparent way
- As a childcare setting, we are legally required to keep certain data in the interests of your child's wellbeing and safety. We only collect data that is necessary to care for your child safely (medical info and food preferences) and to contact you with information regarding the childcare setting and in case of an emergency (phone number, email address, home address).
- Only used for the purpose that you originally collected it

We only ever use the data we have collected to inform our planning to care for your child or to contact you with information related to your child or the childcare setting. We have never, and will never, share your information with anyone related to anything other than the care of your child. An instance of when this might be is if a family court or other legal authority requests attendance information as part of a case, for example.

- Limited to that which is necessary for the stated purpose (in other words, you don't collect irrelevant data)

Everything we collect is relevant to our operation as a childcare setting. The only piece of data we collect which is arguably irrelevant is the box marked 'religion' on the registration form. However, this in theory could be used to inform attendance data (if significant amounts of children are absent for religious celebrations, for example) or food preferences, although there is a separate box for this information as religion and food preferences don't necessarily go hand in hand. We will continue to keep this box on our registration form but parents are free to leave it blank, which many do.

- Accurate and kept up to date

We keep accurate and up to date records of each child. You can help us by informing us if you have moved house, changed your phone number, or if your child's medical needs have changed in any way that impact their experience at the club.

- Kept only for as long as it is necessary

At the end of each academic year we delete all electronic data held for the children that have left the childcare setting. We keep paper registers for one academic year in case there are queries about a child's attendance at LBL but dispose of these safely once they are no longer needed also.

- Kept secure.

All the data we hold is kept securely; either in folders that are only accessible to staff, or electronically, password protected and inaccessible to anyone other than the relevant staff. We use two online platforms as part of our business- Checkfront (for LBL) and Tapestry (for Little Ladybirds London). Both of these companies are GDPR compliant. If you would like copies of the GDPR contracts from either company, please let Fiona know and she will arrange it.

A note on photographs:

When we first started LBL, many parents signed a photo permission slip so that we could use any photographs on our website. We didn't actually end up using any photographs of children as part of any marketing strategy and we do not plan to do so in the future. The only photographs we have are of children with an identified medical need. These are displayed on a board in the staff area so that all staff are aware of who the children are and we can care for them safely. Staff are not allowed to take photographs of the children and parents are asked to keep their phones out of sight when on the premises for this same reason. Our mobile phone policy and Safeguarding policy outline this in more detail.

At Little Ladybirds London, photos are taken of the children and stored on Tapestry as evidence of their progress and development. Photos are also shared on our private Facebook page to let parents know what the children have been doing at nursery. Any photographs taken of your child are used for these purposes only.

If you have any questions about us and GDPR compliance, please feel free to contact Fiona via email at LBLAfterschoolclub@gmail.com.