

## Little Crickets Pre-School Privacy Notice

(Updated for UK GDPR – 2026)

### Introduction

Little Crickets Pre-school is committed to protecting the privacy and security of the personal information of children and families who attend our setting.

This privacy notice explains how we collect, use and store personal information about you and your child in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

### Data Controller

Little Crickets Pre-school is the data controller responsible for personal information collected about children and families attending the setting.

If you have any questions about this privacy notice or how we handle personal data, please contact:

Little Crickets Pre-school  
Harrogate Cricket Club Grounds  
Off St George's Road  
Harrogate  
North Yorkshire  
HG2 9BP

Telephone: 01423 561352

Website: [www.little-crickets.co.uk](http://www.little-crickets.co.uk)

### What personal information we collect

We collect personal information about children and their parents or carers in order to provide childcare and early education services.

### Information we collect about your child

- Name
- Date of birth
- Home address
- Health and medical information
- Development information
- Special educational needs information
- Safeguarding or child protection information (where applicable)

Where relevant we may also receive:

- Child protection plans from social care
- Health care plans from health professionals
- Information from previous childcare settings or schools

We will also collect information regarding who has parental responsibility and any court orders relating to the child.

## **Information we collect about parents or carers**

- Name
- Address
- Telephone numbers
- Email address
- Emergency contact details
- National Insurance number or Unique Taxpayer Reference (for funded childcare eligibility)
- Information relating to government childcare funding

## **How we collect this information**

Most personal information is collected directly from parents or carers through registration forms, funding applications and ongoing communication.

In some circumstances we may also receive information from:

- Local Authorities
- Health professionals
- Social care services
- Previous early years providers or schools

## **Why we collect this information**

We collect and process personal data in order to:

- Provide childcare and early education services
- Safeguard and promote children's welfare
- Support children's learning and development
- Manage health or medical needs
- Communicate with parents about their child's progress
- Process funded childcare claims
- Meet our legal and regulatory obligations

## **Our lawful basis for processing data**

Under UK GDPR we rely on the following lawful bases:

Contract – to provide childcare services under our agreement with parents.

Legal obligation – to comply with legal requirements including the Early Years Foundation Stage (EYFS), safeguarding legislation and Local Authority funding requirements.

Vital interests – where processing is necessary to protect a child's health or safety.

Public task – to support children's education and wellbeing as an early years provider.

Consent – for certain activities such as photographs, videos or promotional materials. Parents may withdraw consent at any time.

## **Sharing your information**

We only share information where necessary and lawful. This may include sharing information with:

- Ofsted during inspections or investigations
- The Local Authority for funded childcare claims
- Department for Education eligibility checking services
- Schools your child transfers to
- Insurance providers if required
- Safeguarding authorities, police or social care where required by law

We will never sell your data or share it for marketing purposes.

## **How we protect your information**

We take appropriate security measures to protect personal data. These include:

- Locked filing cabinets for paper records
- Password-protected systems for digital records
- Restricted access to staff who need the information
- Staff training on confidentiality and data protection

## **How long we keep personal data**

We retain records in line with recommended early years guidance.

Typically:

- Child records and accident records are kept until the child reaches 21 years and 3 months
- Safeguarding records may be kept longer where required
- Learning journeys are returned to parents when the child leaves the setting

## **Automated decision-making**

We do not make decisions about children based solely on automated processing.

## **Your data protection rights**

Under UK GDPR you have the right to:

- Access the personal data we hold about you or your child
- Request correction of inaccurate data
- Request deletion of data where appropriate
- Restrict or object to certain processing
- Request transfer of your data to another organisation
- Withdraw consent where processing is based on consent

## **Information submitted through our website or email**

If you contact us through our website, online contact forms, email or other enquiry methods, we will use the information you provide only to respond to your enquiry and provide information about our setting.

Any personal information submitted in this way will be handled in accordance with this privacy notice and will not be used for marketing purposes or shared with third parties unless required by law.

We recommend that sensitive information about children should not be sent via unsecured email where possible.

## **Website cookies**

Our website may use strictly necessary cookies required for the operation and security of the website. These cookies do not collect personal data and do not require user consent.

## **Complaints**

If you are unhappy with how we handle your data you should contact us first.

You also have the right to complain to the Information Commissioner's Office (ICO):

Information Commissioner's Office  
Wycliffe House

Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Website: <https://ico.org.uk>

## **Changes to this privacy notice**

We keep this notice under regular review and will notify parents of any significant changes.

Last updated: March 2026