

Safeguarding and Welfare Requirement: State here which EYFS Safeguarding and Welfare Requirement this document relates to.

Insert here the wording from the Safeguarding and Welfare Requirements which this documents relates to.

11.1 Privacy Notice

Who we are: Little Graduates Montessori School limited is a day nursery register with Ofsted the 05/07/1994 (registration number 108416) and with the Information Commissioner’s Office, the 16/07/2018 (ICO reference number A8384736) to provide childcare on non-domestic premises on the Early Years Register. The settings’ address is: School Lane, Littlewick Green, Maidenhead, Berkshire SL6 3QY. [Email: admin@lgmontessori.com](mailto:admin@lgmontessori.com)

Lawful basis for processing the information: Regulations 2014 Childcare (Early Years Provision Free of Charge)(Extended Entitlement)Regulations 2016

How we collect information: We collect information about parents and their child/children on a consent form provided by the local authority; RBWM and the private nursery registration form parents/carers fill out during the enrolment process.

What information is collected: The information includes details about the parent(s) and their child/children including name, address, contact details, ethnicity, date of birth, National Insurance number, hours the child attends and hours funded, 30 hour code (if applicable),and information relating to any benefits/allowances (if applicable) received.

How we use the information provided: The information collected is used by us to calculate the funding the child/children is/are entitled to and to allocate places in the pre-school classroom.

Who has access to the information: The information is held securely by the nursery manager and finance manager who pass any claims to the Local Authority.

Who we may share the information with: We share information with the Local Authority, so claims for funding can be made. If the child/children attend more than one childcare provider, we may also share information with the other setting. If the child attends a childcare provider in another Local Authority we may need to share information with that Local Authority.

How long we store the information: Records are kept for 6 years.

Your rights: If you have any questions or are unhappy about something, please contact us at admin@lgmontessori.com. You have a right to complain to the ICO (Information Commissioner’s Office) if you think there is a problem with the way the data is handled.

This policy was adopted by	LGMS	<i>(name of provider)</i>
On	July 2023	<i>(date)</i>
Date to be reviewed	July 2024	<i>(date)</i>
Signed on behalf of the provider	<i>Sonia Scott</i>	
Name of signatory	Sonia Scott	
Role of signatory (e.g. chair, director or owner)	Finance Manager and Data Protection Officer	