



Oakbridge Little Learners LTD
66-68 Bridge Cross Road
Burntwood, Staffordshire, WS7 2BY
contact@oakbridgellittlelearners.co.uk
01543 686099



GDPR, DATA PROTECTION AND ICT POLICY

Policy Statement

Oakbridge Little Learners Ltd is committed to protecting the privacy and personal data of children, parents/carers, staff and visitors. Personal data is processed lawfully, fairly and transparently in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This policy should be read alongside the Confidentiality Policy, Camera and Photography Policy, Safeguarding Policy, and the Parent Handbook.

Legal Framework

This policy is guided by:

- UK General Data Protection Regulation (UK GDPR)
 - Data Protection Act 2018
 - Human Rights Act 1998
 - Early Years Foundation Stage (EYFS) Statutory Framework
-

What Personal Data We Collect

We may collect and process personal data relating to:

- Children (including learning records, medical information and photographs)
- Parents/carers (including contact details and emergency information)
- Staff (including employment, safeguarding and training records)
- Visitors and contractors (where required)

Only data that is necessary and relevant is collected.



Oakbridge Little Learners LTD
66-68 Bridge Cross Road
Burntwood, Staffordshire, WS7 2BY
contact@oakbridgelittlelearners.co.uk
01543 686099



Lawful Basis for Processing

Personal data is processed under one or more of the following lawful bases:

- Legal obligation
 - Contractual necessity
 - Vital interests (safeguarding and welfare)
 - Consent (where required)
-

Storage and Security

- Personal data is stored securely in both paper and electronic formats
 - Electronic systems are password-protected and access is restricted
 - Paper records are stored in locked cabinets
 - Data is only accessible to authorised staff on a need-to-know basis
-

Nursery in a Box

- Oakbridge Little Learners Ltd uses Nursery in a Box, a secure UK-based online learning journal system
 - Parents/carers and staff have password-protected access to a child's learning journal
 - Images and observations are uploaded securely and used solely for educational purposes
 - Parents/carers may opt for a paper-based alternative if preferred
 - Access is managed by the nursery and passwords can be reset if required
-



Oakbridge Little Learners LTD
66-68 Bridge Cross Road
Burntwood, Staffordshire, WS7 2BY
contact@oakbridgellittlelearners.co.uk
01543 686099



Photography and Images

- Photographs are taken and used in line with the Camera and Photography Policy
- Images are only used for agreed educational or promotional purposes
- Images are deleted securely when no longer required

Data Retention

- Personal data is retained only for as long as necessary
- Records are disposed of securely when no longer required, in line with retention guidance

Sharing Information

- Information is shared only when lawful and appropriate
- Parental consent is obtained where required
- Information may be shared without consent where safeguarding concerns exist, in line with the Safeguarding Policy

Data Breaches

- Any suspected data breach is reported immediately to the Nursery Manager
 - Breaches are investigated and recorded
 - Where required, the Information Commissioner's Office (ICO) and affected individuals will be notified
-



Oakbridge Little Learners LTD
66-68 Bridge Cross Road
Burntwood, Staffordshire, WS7 2BY
contact@oakbridgelittlelearners.co.uk
01543 686099



Individual Rights

Individuals have the right to:

- Access their personal data
- Request correction of inaccurate data
- Request erasure (where applicable)
- Restrict or object to processing

Requests should be made in writing and will be responded to within statutory timescales.

Policy Review

This policy is reviewed regularly to ensure compliance with legislation and best practice.

Created: August 2015

Reviewed: January 2026