



Register of data controllers

Entry details

Organisation name : Tiny Tots Day care

Registration reference : A8120331

Application date : 10 June 2016

Organisation Address

Rossmore Cp School
Red Lion Lane
Little Sutton
Ellesmere Port
Cheshire
CH66 1HF

Customer enquiry contact details

Proprietor
Rossmore Cp School
Red Lion Lane
Little Sutton
Ellesmere Port
Cheshire
CH66 1HF
Email address: aluncarol@tinytotsdaycare.co.uk

Nature of work description

Nature of work - Nursery School / Playgroup / After School Club

Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

Reasons/purposes for processing information

We process personal information to enable us to provide childcare, encourage and supervise educational play, to advertise our services, to maintain our own accounts and records and to support and manage our staff.

Type/classes of information processed

We process information relevant to the above reasons/purposes. This may include:

- personal details
- family details
- GP contact details
- lifestyle and social circumstances
- digital images of the child's progress
- financial details
- education and employment details
- goods or services provided

We also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs
- trade union membership

Who the information is processed about

We process personal information about:

- our employees
- the children in our care
- advisers, complainants, enquirers
- suppliers

Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- family, associates and representatives of the person whose personal data we are processing
- healthcare, social and welfare advisers or practitioners
- business associates
- financial organisations and professional advisers
- credit reference agencies, debt collection and tracing agencies
- education, educators and examining bodies
- current, past or prospective employers
- employment and recruitment agencies
- schools
- local and central government
- persons making an enquiry or complaint
- suppliers
- service providers

Transfers

It may sometimes be necessary to transfer personal information overseas. When this is needed information is only shared within the European Economic Area (EEA). Any transfers made will be in full compliance with all aspects of the data protection act.

Additional information not published on the public register**Compliance questionnaire**

	Yes	No
Someone in my place of work is responsible for making sure we comply with the Data Protection Act	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Relevant people in my place of work have been trained in how to handle personal information	<input checked="" type="checkbox"/>	<input type="checkbox"/>
When collecting personal information, we tell people how we will use it	<input checked="" type="checkbox"/>	<input type="checkbox"/>
We have a process in place so we can respond to requests for the personal information we hold	<input checked="" type="checkbox"/>	<input type="checkbox"/>
We keep records of people's personal information up to date and don't keep it longer than necessary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
We have measures in place to keep the personal data we hold safe and secure	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Tier assessment questionnaire

	Yes	No
Is your organisation a charity or have exempt charitable status?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does your organisation have more than 249 staff?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is the organisation a public authority as defined in the Data Protection Act 1998?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Did your organisation have a turnover of £25.9 million or more in the last financial year?	<input type="checkbox"/>	<input type="checkbox"/>
Has your organisation been in existence for more than a month?	<input type="checkbox"/>	<input type="checkbox"/>

Main contact details

Title: Mr
First name: Alun
Last name: Fellows

Address:

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Red Lion Lane
Little Sutton
Ellesmere Port
Cheshire
CH66 1HF

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Telephone number: 07917161757

End of Report