



# LITTLE FOOTSTEPS CHILDCARE

## Funding Loop – Privacy Policy

For the purpose of the Data Protection Act 2018 and the General Data Protection Regulations (EU 2016/679) (Data Protection Legislation), the data controller is the provider of the Funded Childcare Entitlements to whom Funding Loop provide our services (**Little Footsteps of Dereham**).

### **INFORMATION FUNDING LOOP COLLECT FROM YOU**

Funding Loop will collect and process the following data about you:

- **Information you give Funding Loop.** This is information about you and/or your child that you and/or the Customer give us by filling in forms on our sites <https://parents.fundingloop.co.uk> and <https://admin.fundingloop.co.uk> (our sites) or by corresponding with us by phone, e-mail or otherwise. It includes information you and/or the Customer provide when you and/or the Customer use our sites and complete applications. The information you and/or the Customer give us may include your child's name, address, date of birth (and proof of such date of birth), country of birth, nationality, gender, ethnicity, religion, first language, school/nursery attended, date started and ended at the nursery, attended hours (including weekly schedule) and funded hours, eligibility for disabled living allowance, two year old funding, Early Years Pupil Premium, free school meals and 30 hours funding, whether the child is looked after, subject to a special guardianship order or education health care plan, and your own name, address (and proof of such address), date of birth, gender, national insurance number, NASS number, funding eligibility, e-mail address, phone number and signature, relationship to the child and legal guardianship of the child.
- **Information Funding Loop collect about you.** With regard to each of your visits to our sites they will automatically collect the following information:
  - technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, your login information, browser type and version, time zone setting, browser plug-in types and versions and operating system and device/platform; and
  - information about your visit, including the full Uniform Resource Locators (URL), clickstream to, through and from our sites (including date and time), page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), methods used to browse away from the page, and any phone number used to call our customer service number.

### **COOKIES**

- Funding Loop website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site.
- A cookie is a small file of letters and numbers that Funding Loop store on your browser or the hard drive of your computer if you agree. Cookies contain information that is transferred to your computer's hard drive.
- Funding Loop use the following cookies:



# LITTLE FOOTSTEPS CHILDCARE

- Strictly necessary cookies. These are cookies that are required for the operation of our website. They include, for example, cookies that enable you to log into secure areas of our website, use a shopping cart or make use of e-billing services.
- Analytical or performance cookies. These allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.
- Functionality cookies. These are used to recognise you when you return to our website. This enables us to personalise our content for you, greet you by name and remember your preferences (for example, your choice of language or region).
- Please note if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our website.
- Except for essential cookies, all cookies will expire after 12 months.

## USES MADE OF THE INFORMATION

Funding Loop use information held about you in the following ways:

- **Information you give to us.** Funding Loop will use this information:
  - to carry out our obligations arising from any contracts entered into between us and the Customer and to provide the Customer with the information and services that the Customer requests from us;
  - for statistical purposes, as required by local public authorities or governmental departments in connection with the provision of early years education entitlements;
  - to notify you about changes to our service; and
  - to ensure that content from our site is presented in the most effective manner for you and for your computers/devices.
- **Information Funding Loop collect about you.** Funding Loop will use this information:
  - to administer our sites and for internal operations, including troubleshooting, data analysis, testing, , statistical and survey purposes;
  - to improve our sites to ensure that content is presented in the most effective manner for you and for your computers/devices;
  - to allow you to participate in interactive features of our service, when you choose to do so; and
  - as part of our efforts to keep our sites safe and secure.
- **Information Funding Loop receive from other sources.** Funding Loop will combine this information with information you/the Customer give to us and information Funding Loop collect about you. Funding Loop will use this information and the combined information for the purposes set out above (depending on the types of information Funding Loop receive).

## DISCLOSURE OF YOUR INFORMATION

You agree that Funding Loop have the right to share your personal information with:



# LITTLE FOOTSTEPS CHILDCARE

- selected third parties including the Customer, business partners, suppliers and sub-contractors for the performance of any contract Funding Loop enter into with the Customer.

Funding Loop will disclose your personal information to third parties (for the performance of any contract Funding Loop enter into with the Customer):

- in the event that Funding Loop sell or buy any business or assets, in which case Funding Loop may be required to disclose some or all of your personal data to the prospective seller or buyer of such business or assets subject to obtaining prior assurances of confidentiality and GDPR compliance.
- if Funding Loop Limited or substantially all of its assets are acquired by a third party, in which case personal data held by it about its Customers and End Users will be one of the transferred assets.
- if Funding Loop are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use and other agreements; or to protect the rights, property, or safety of Funding Loop Limited, our Customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection.

## WHERE FUNDING LOOP STORE YOUR PERSONAL DATA

The data that Funding Loop collect from you/Customers may be transferred to, and stored at, a destination outside the European Economic Area ("EEA") for example where Funding Loop rely on storage and processing service from organisations including but not limited to Google Inc and Amazon Web Services. In such situations the storage will be processed in accordance with usual third party supplier agreements between us and our suppliers Funding Loop transfer the data to which provides for adequate protections of the data. It may be processed by staff operating outside the EEA who work for us or for one of our suppliers in accordance with our agreement. This includes staff engaged in, among other things, the fulfilment of our services and the provision of support services. This transfer is necessary for the performance of a contract in your interest between us and the Customer. Funding Loop will take all steps reasonably necessary to ensure that your and your child's data is treated securely and in accordance with this Privacy Policy.

Where Funding Loop have given you (or where you have chosen) a password which enables you to access certain parts of our sites, you are responsible for keeping this password confidential. Funding Loop ask you not to share a password with anyone.

Once Funding Loop have received your and your child's information, Funding Loop will use and procure that our business partners, suppliers and sub-contractors use industry standard procedures and security features to try to prevent unauthorised access.

## YOUR RIGHTS

Funding Loop will not process your and your child's personal data for marketing purposes.

You have the right at any time to ask us not to process your and/or your child's personal data. You can exercise your right to prevent any processing by contacting us at [info@fundingloop.info](mailto:info@fundingloop.info)

If for any reason our website contains a link to a third party website and you follow that link to any of these websites, please note that these websites have their own privacy policies and that Funding Loop do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.



# LITTLE FOOTSTEPS CHILDCARE

Under Data Protection Legislation you have the right to rectification, if data Funding Loop hold about you is incorrect please notify us at [info@fundingloop.info](mailto:info@fundingloop.info) and Funding Loop will rectify such data. Also under Data Protection Legislation you have additional rights set out below.

In relation to the right to request erasure of your personal data, Funding Loop will comply with such a request except where the personal data is required to protect the rights of a third party or to comply with a legal obligation, or it is still required for the purpose Funding Loop collected or processed it. Funding Loop will not retain personal data for longer than is required, this will depend on the Local Authority's and your child's nursery's requirements.

## **RIGHTS AND ACCESS TO INFORMATION**

Data Protection Legislation gives you the following rights:

Request access to your personal data;

Request correction of your personal data;

Request erasure of your personal data;

Object to processing of your personal data;

Request restriction of processing your personal data;

Request transfer of your personal data; and

Right to withdraw consent.

Your right of access can be exercised in accordance with the Data Protection Legislation. Any access request will be provided for free however subsequent copies or where the request is manifestly unfounded or excessive will be subject to a reasonable fee to meet our costs in providing you with details of the information Funding Loop hold about you.

Funding Loop try to respond to all legitimate requests within one month. Occasionally it could take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, Funding Loop will notify you and keep you updated.

## **CHANGES TO OUR PRIVACY POLICY**

Any changes Funding Loop make to our Privacy Policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our Privacy Policy.

## **CONTACT**

Questions, comments and requests regarding this Privacy Policy are welcomed and should be addressed to [info@fundingloop.info](mailto:info@fundingloop.info)