

GDPR Risk Evaluation and Mitigation Summary (REMS)

For: **Little Monsters Day Nursery**

Website: www.littlemonstersdaynursery.co.uk

Date: 13th October 2025

1. Purpose

This GDPR Risk Evaluation and Mitigation Summary (REMS) outlines the measures taken by **Little Monsters Day Nursery** to ensure that personal data collected through its website is processed lawfully, fairly, and transparently, in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

The purpose of this document is to identify the data handled via the nursery's website, assess potential risks, and detail the mitigation steps in place to protect children, parents/guardians, and staff.

2. Scope

This REMS applies to all personal data processed via the **Little Monsters Day Nursery** website, including:

- Online enquiry and contact forms
- Registration and waiting list applications
- Employment applications and CV submissions
- Newsletter sign-ups (if applicable)
- Cookies and website analytics

3. Data Processed

| Data Category | Data Subjects | Examples | Purpose | Lawful Basis (Article 6) |
|---------------------------------|-------------------|-------------------------------------|--|--------------------------------|
| Parent/Guardian contact details | Parents/Guardians | Name, email, phone number | Responding to enquiries or providing information | Legitimate interest / Consent |
| Child details | Children | Name, age, date of birth | Registration and waiting list purposes | Consent |
| Employment data | Job applicants | Name, contact info, CV | Recruitment | Legitimate interest / Contract |
| Website usage data | Website visitors | IP address, cookies, analytics data | Improve website performance and user experience | Consent (via cookie banner) |

4. Risks and Impact

| Risk | Potential Impact | Likelihood | Severity | Overall Risk Level |
|---|---|------------|----------|--------------------|
| Unauthorised access to personal data | Breach of confidentiality | Low | High | Medium |
| Data loss or corruption | Service disruption, data unavailability | Low | High | Medium |
| Excessive or unnecessary data collection | Non-compliance with data minimisation principle | Medium | Medium | Medium |
| Failure to obtain valid consent (especially for child data) | Regulatory non-compliance | Medium | High | High |
| Insecure data transmission | Exposure of personal data online | Low | High | Medium |

5. Mitigation Measures

| Risk Area | Mitigation / Control |
|------------------------|--|
| Data access | Access restricted to authorised personnel; secure password policies in place. |
| Data storage | Data stored on GDPR-compliant UK or EU servers with encryption and access control. |
| Data transmission | All communication via website is encrypted using SSL (HTTPS). |
| Consent management | Explicit consent required for form submissions involving personal or child data. |
| Data minimisation | Only essential information requested on all forms; no sensitive data collected unless necessary. |
| Data retention | Data retained only as long as required for its intended purpose (see section 7). |
| Data breach management | Breach response plan in place; ICO notified within 72 hours if required. |
| Staff awareness | All staff trained in data protection and confidentiality procedures. |
| Third-party services | Only GDPR-compliant processors used (e.g., website hosting, analytics tools, email services). |

6. Data Subject Rights

Little Monsters Day Nursery respects the rights of all individuals whose data is processed and ensures they can exercise the following rights:

- Right to access their data
- Right to rectification of inaccuracies
- Right to erasure (“right to be forgotten”)
- Right to restrict processing
- Right to data portability
- Right to object to processing
- Right to withdraw consent at any time
Requests can be made by contacting the nursery directly (see Section 10).

7. Data Retention

| Data Type | Retention Period | Deletion Method |
|------------------------------------|---|--|
| Enquiry form submissions | 12 months | Secure deletion from server/email system |
| Registration and waiting list data | Until a place is accepted or declined | Secure deletion |
| Job applications and CVs | 6 months post-recruitment | Secure deletion |
| Cookie and analytics data | 26 months (anonymised after retention period) | Automatic anonymisation |

8. Data Breach Procedure

1. **Identify and contain** the suspected breach immediately.
2. **Assess** the potential impact on individuals.
3. **Notify the ICO** within 72 hours if there is a high risk to affected individuals.
4. **Communicate** with affected individuals if necessary.
5. **Record** all incidents in a breach log for accountability.
6. **Review** processes to prevent recurrence.

9. Review and Maintenance

This GDPR REMS will be reviewed annually or following any:

- Change in website functionality or hosting provider
- Change in data collection processes
- Amendments to UK GDPR or relevant legislation
- **Next Scheduled Review Date:** 13th October 2026

10. Contact Information

Data Protection Contact: Little Monsters Day Nursery

Email: enquiries@littlemonstersdaynursery.co.uk

Address: 2 Wakefords Corner, Church Crookham, Fleet GU52 9BD

Website: www.littlemonstersdaynursery.co.uk

For data protection concerns or to exercise your data rights, please contact the above email with the subject line **“Data Protection Request.”**

 *This document ensures that Little Monsters Day Nursery demonstrates accountability and transparency under the GDPR, protecting the privacy and rights of children, parents, and staff.*