

PRIVACY NOTICE

Children in Early Years Settings

Privacy Notice - Data Protection Act 1998

We, **Holme Grange School**, are the Data Controller for the purposes of the Data Protection Act. We collect your child's information and may receive information from your child's previous setting. We hold this personal data and use it to:

- Support teaching and learning;
- Monitor and report on progress;
- Administer funding for the free entitlement for 3 and 4 year old children;
- Provide appropriate pastoral care, and
- Assess how well your Early Years Setting is doing.

This information includes contact details, national curriculum assessment results and personal characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give information about your child to anyone outside the setting without your consent unless the law and our rules allow us to.

We are required by law to pass some of your child's information to the Local Authority and the Department for Education (DfE). For children of statutory school age we also make records available to their new school when they transfer schools.

If you want to see a copy of the information we hold and share about your child then please contact Jane McLaughlin, Assistant Bursar.

If you require more information about how the Local Authority (LA) and/or DfE store and use your child's information, then please go to the following websites:

<http://www.wokingham.gov.uk/schools-education/schools-colleges/data-protection-privacy-notices/>

and

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/>

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/thirdpartyorgs/>

If you are unable to access these websites, please contact the LA or DfE as follows:

- Data Protection Officer
Governance and Democratic Services
Wokingham Borough Council
PO Box 15, Shute End
Wokingham, RG40 1WH
Website: www.wokingham.gov.uk
Email: robert.mendonca@wokingham.gov.uk

- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
email: info@education.gsi.gov.uk
Telephone: 0870 000 2288