



# PRIVACY NOTICE

## for pupils in early years settings

### Privacy Notice - Data Protection Act 1998

We, the childcare provider, are the Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you from your previous childcare setting. We hold this personal data and use it to:

- support your child's teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care, and
- assess how well our setting is doing.

This information includes your contact details, characteristics such as ethnic group and special educational needs.

We will not give information about you to anyone outside the childcare setting without your consent unless the law and our rules permit it. We are required by law to pass some of your information to the Local Authority (LA), and the Department for Education (DfE).

If you want to see a copy of the information we hold and share about your child then please contact the setting Leader / Manager.

If you require more information about how the Local Authority (LA) and/or DfE store and use this data please contact the following departments

- The Local Authority, Information and Records Officer, Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire, SG17 5TQ;  
tel: **0300 300 8000**
- Public Communications Unit, Department for Education, Castle View House, East Lane, Runcorn, Cheshire, WA7 2GJ  
website: **[www.education.gov.uk](http://www.education.gov.uk)**  
tel: **0370 000 2288**