



PRIVACY NOTICE
For
Children at Early Years Settings



Privacy Notice - Data Protection Act 1998

We Village House Nursery School Limited are a data controller for the purpose of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

- Support your learning
- Monitor and Report on your Progress
- Provide Appropriate pastoral care
- Assess how well we are doing

Information that we hold includes your contact details and personal characteristics such as your ethnic group, any special educational needs and relevant medical information.

We will not give information about you to anyone without any prior consent unless the law and our policies allow us to.

We are required by law to pass some information about you to our Local Authority (LA) and the Department for Education (DfE). If you want to receive a copy of the information about you that we hold or share, please contact Lindsey Ravilious, Managing Supervisor.

If you require more information about how the LA and/or Department of Education store and use this data please go to the following websites:

http://www.kent.gov.uk/your_council/contact_us/access_to_information/data_protection.aspx

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/privacynotices/a0077959/what-the-department-does-with-pupils-and-childrens-data>

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

Information Resilience & Transparency Team
Kent County Council
Sessions House
County Road
Maidstone
ME14 1XQ

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Email: dataprotection@kent.gov.uk

Website: www.education.gov.uk

email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288