

PRIVACY NOTICE

for Children in Early Years Settings

Privacy Notice - Data Protection Act 1998

We (**Name of Childcare Provider**) are a data controller for the purposes 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, and
- Assess how well we are doing.

Information about you that we hold includes your contact details, personal characteristics such as your ethnic group and any special educational needs you may have.

We will not give information about you to anyone without your 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.

If you want to receive a copy of the information about you that we hold or share, please contact (**Insert the name of your Childcare Manager or Administrator**).

If you need more information about how the LA and DfE store and use your information, then please go to the following websites:

<http://www.wigan.gov.uk/Council/DataProtection-FOI-Stats/Privacy-notice.aspx>
<http://www.wigan.gov.uk/Docs/PDF/Council/Data-Protection-FOI/PrivacyNotice.pdf>

or

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you cannot access these websites, please contact the LA or DfE as follows:

- Legal and democratic Division
Wigan Council,
Town Hall,
Library Street,
Wigan,
WN1 1YN

Website: <http://www.wigan.gov.uk/Contacts/Legal-and-democratic-division.aspx#ContactAddress>

Telephone: 01942 827030

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

Website: <https://www.gov.uk/government/organisations/department-for-education>

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

Telephone: 0370 000 2288