

## PRIVACY NOTICE for children in early years settings

### Privacy Notice - Data Protection Act 1998

We [*name of setting*] 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 setting. We hold this personal data and use it to:

- support your teaching and learning;
- monitor and report on your progress;
- provide appropriate pastoral care;

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

We will not give information about you to anyone outside the 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 you then please contact [*insert name of School Administrator*]

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

- [www.swindon.gov.uk](http://www.swindon.gov.uk) and
- <http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datacollections/earlyyearsensus/a0064459/early-years-census-privacy-notices>

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

- Swindon Sure Start Partnership  
2<sup>nd</sup> Floor Wat Tyler West  
Beckhampton Street  
Swindon  
SN1 2JG  
website: [www.earlyyearschildcare.org](http://www.earlyyearschildcare.org)  
email: [surestart@swindon.gov.uk](mailto:surestart@swindon.gov.uk)  
tel: 01793 463127
- Public Communications Unit  
**Department for Children, Schools and Families**  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
website: [www.education.gov.uk](http://www.education.gov.uk)  
tel: 0370 000 2288.