

PRIVACY NOTICE for pupils in schools, early years settings, alternative provision and pupil referral units

Privacy Notice - Data Protection Act 1998

Setting's name and Address:

Chieveley Pre-School, The Village Hall, High Street, Chieveley, RG20 8TE

We 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, and
- Assess how well the setting is doing

This information includes your contact details, characteristics such as ethnic group, special education needs and any relevant medical information.

We will not give information about you to anyone outside this setting without your consent unless the law and our rules permit it.

We are required by law to pass some of the 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 the Provider's Administrator.

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

- <http://www.westberks.gov.uk/index.aspx?article=102005> and
- <https://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites, please contact the Local Authority or the Department for Education as follows:

Education Data & Information Team
Children & Young People
West Berkshire Council
West Street House
West Street
Newbury
RG14 1BZ
www.westberks.gov.uk
jpuffett@westberks.gov.uk
01635 503415

Public Communications Unit
Department of Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
www.education.gov.uk
www.education.gov.uk/help/contactus
0370 000 2288