

## PRIVACY NOTICE

### *Children in Early Years Settings*

#### **Privacy Notice - Data Protection Act 1998**

The Early Years setting which your child attends is the Data Controller for the purposes of the Data Protection Act. We collect information from you. We hold this personal data and use it to:

- Support your child's teaching and learning;
- Monitor and report on your child's progress;
- Provide appropriate pastoral care, and
- Assess how well your childcare setting is doing.

This information includes your contact details, and personal characteristics such as your 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 allow us to.***

We are required by law to pass some of your information to the Local Authority and the Department for Education (DfE)

**Parent details** - the information you provide about your date of birth, surname and National Insurance Number is used only for the purposes of checking your eligibility to receive free childcare for your two year old or to identify if the Early Years Pupil Premium (EYPP) can be paid to the setting if your child is three or four years old. The EYPP could provide up to an extra £300 for your child's nursery, pre-school or child minder to fund valuable support like extra training or resources to help raise the quality of your child's early education.

We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure.

If you do not wish for your personal details as described in the "Parent details" paragraph to be used to check your eligibility for Two Year Old Funding or the Early Years Pupil Premium, you can opt out of this by ticking this box.

If you wish to access the personal data held about your child, then please contact the relevant organisation in writing:

- The Early Years Setting which your child attends;
- The Local Authority at: Families' Information Service, London Borough of Hillingdon, 4E/03, Civic Centre, Uxbridge, Middlesex, UB8 1UW
- Public Communications Unit, Department for Education, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT. email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk), Telephone: 0870 000 2288