Privacy Notice

Our Data Protection Officer’s are:

Lorraine Browning

Wendy Robins

Children’s information that we collect, hold and share include:

* Personal information such as name and address and date of birth
* Characteristics such as ethnicity, language, nationality, country of birth
* Attendance information such as sessions attended and number of absences
* Other – Assessment information, relevant medical information and SEND

Why we collect and use information.

We use the children’s data:

* To support children learning
* To monitor and report pupil progress
* To provide appropriate pastoral care
* To assess the quality of our services
* To comply with the law regarding data sharing
* To ensure the safety and well being of the children
* To enable emergency contact should this be necessary

Storing children’s data:

We hold children’s data for a period of up to 2 years after the child has left.

Who we share children’s information with:

We routinely share children’s information with:

* Schools and other settings
* Our Local Authority
* Department of Education and Ofsted.

This policy was adopted by the Pre-school on ........................................................

Signed on behalf of the Committee .........................................................................

Name of signatory .....................................................................................................