

Privacy Notice - Data Protection Act 1998

We **Thorpe on the Hill Playgroup** are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about your child from previous playgroups and the Learning Records Service. We hold this personal data and use it to:

- Support your child's teaching and learning;
- Monitor and report on their progress;
- Provide appropriate pastoral care, and
- Assess how well our school is doing
- Information will be shared with the LA in order to arrange funding for the placements of Children
- Contact details will be shared with the LA for the purpose of the provision of information about the Primary School application process. (for Early Years Settings only)

This information includes your child's contact details, and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. .

We will not give information about your child to anyone outside the school without your consent unless the law and our rules allow us to.

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

If you want to see a copy of the information about your child that we hold and/or share, please contact **Jayne Clarke Play Leader**

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<http://www.lincolnshire.gov.uk/local-democracy/information-governance/data-protection/>

<http://www.education.gov.uk/researchandstatistics/stats/schoolcensus/a0064418/privacy-notice-for-the-school-census>

<http://www.education.gov.uk/researchandstatistics/stats/earlyyearsensus/a0064459/early-years-census-privacy-notice>

<http://www.education.gov.uk/researchandstatistics/childrenandyoungpeople/a0064391/who-the-department-passes-pupil-data-to>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

- InformationGovernance@lincolnshire.gov.uk

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

Website: www.education.gov.uk

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

Telephone: 0370 000 2288

In addition for Secondary Schools

We are required by Section 72 of the Education and Skills Act 2008 to pass on certain information to the provider of youth support services in your area. In Lincolnshire these services are organised by Lincolnshire County Council.

This data is used by Lincolnshire County Council to maintain a database of all young people in Lincolnshire. This is used to keep track of young people to ensure they are offered appropriate support to remain in education, employment or training once they have left statutory education. Lincolnshire County Council also has a statutory duty to routinely report this data to the Department for Education.

The information we must pass on about you is your name, address and date of birth. We may also be asked to pass on additional information about you – for example, your ethnicity - however you (if you are aged 16 or over) or your parents (if you are aged under 16) can refuse for this additional data to be passed on. Please inform **[Insert name of School Administrator]** if this is what you or your parents wish.

You can find out more about how Lincolnshire County Council use your data at <http://www.lincolnshire.gov.uk/local-democracy/information-governance/data-protection?tab=downloads>

You can read a copy of the Education and Skills Act 2008 at www.legislation.gov.uk

For more information about young peoples' services, please go to the Directgov Young People page at www.direct.gov.uk/en/YoungPeople/index.htm