

PRIVACY NOTICE *for children in Early Years Settings*

Adopted by Panda Preschool Playgroup May 2018

Privacy Notice - Data Protection Act 1998 and GDPR May 2018

What we do with your information.

For children under 12, their parents will act on their behalf.

We Panda Preschool Playgroup are the Data Controller for the purposes of the Data Protection Act. Our data protection notification is registered with the Information Commissioner's Office (ICO) – reference **ZA374467**

How we will use your personal information

We collect information from you and may receive information about your child from a previous setting. We hold this 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 our own performance.

This information includes your contact details, attendance information¹, early years foundation stage learning journey/profile and personal characteristics such as ethnic group, special educational needs and any relevant medical information. We only ask for what personal information is necessary for the purposes set out above and we will protect it and make sure nobody has access to it who shouldn't.

We will not give information about your child to anyone outside the setting without your consent unless the law allow us to, for example for the prevention or detection of crime.

We do not pass personal information to third parties for marketing, sales or any other commercial purposes without your prior explicit consent.

We will only keep your personal information for as long as is necessary and when we no longer have a need to keep it, we will delete or destroy it securely.

¹ Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools

We are required by law to pass some of your information to the Local Authority and the Department for Education (DfE) for the purposes set out above. The DfE may share individual level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998 and any successor legislation.

For children under 16, a parent or guardian can ask that no information other than their child's name, address and date of birth (or their own name and address) be passed to a local authority. This right transfers to the child on their 16th birthday. A parent/guardian will need to inform Panda Preschool Playgroup if this is what they wish.

If you have any questions about this Privacy Notice or if you want to see a copy of the information we hold and share about you or your child then please contact Pandaplaygroup@hotmail.co.uk

If you require more information about how the local authority and/or DfE store and use your personal data please visit:

- <https://www.york.gov.uk/privacy>
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

You can contact the Local Authority at: Customer Feedback Team
City of York Council
West Offices
Station Rise
York
YO1 6GA

Tel: 01904 554145
Email: foi@york.gov.uk

You can contact the DfE at: Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Tel: 0870 000 2288
Email: info@education.gsi.gov.uk
Website: <http://www.education.gov.uk/>