**EARLY YEARS PROVIDER PRIVACY NOTICE**

(to be distributed to all parents/carers)

**What is a Privacy Notice?**

The purpose of a Privacy Notice is to explain how you and your family’s personal information may be used. It details why we collect information and who we may share it with.

**Who are we?**

We, **(Name of Early Years Provider)**, are a Data Controller for the purposes of the Data Protection Act

1998. We collect information from you and your family and may receive information about you and your family from your previous Childcare Provider.

**Why is information collected?**

The reasons we keep records about you and your family are to:

• Support your child’s teaching and learning;

• Monitor and report their progress;

• Provide appropriate pastoral care;

• Give the best possible service;

• Safeguard Children and Young People from harm;

• Assess how well our setting is doing.

**What information is collected?**

Information that may be collected includes contact details, personal characteristics such as ethnic group, special educational needs and any relevant medical information.

More information about the support available for children and young people can be found via:

<https://www.gov.uk/topic/schools-colleges-childrens-services/support-for-children-young-people>

**Who may my / my family’s information be shared with?**

We will not give information about you or your family to anyone outside the **[Insert Early Years Provider]** without your consent unless the law and our rules allow us to.

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

DfE may also share pupil 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. Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>.

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

Nottinghamshire County Council uses information about children for whom it provides services, to enable it to carry out specific functions for which it is responsible. These functions may include the assessment of any special educational needs a child may have, assessment for free school meals eligibility, support the process of admissions to schools and provide information for children, young people and family support services.

Nottinghamshire County Council may also share information, when appropriate and within the legal framework, with other organisations for example:

* Primary Care Trusts (PCT);
* Police forces;
* Other childcare providers should you move your child to another provider
* Other local authorities if you live in their area;

Organisations have a legal right to share information when it is in the best interests of the child or young person. Sometimes we have a duty1 to share information and would need to justify why we did not. However, we only share information with professionals who have a legitimate need in order to provide you or your family with support or an intervention.

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

<http://www.nottinghamshire.gov.uk/learning/schools/child-data-security/>

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

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

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| **Nottinghamshire County Council** | **Department for Education** |
| Information and Systems Team  Quality and Improvement Group  Children, Families and Cultural Services  Nottinghamshire County Council  County Hall, West Bridgford  Nottingham, NG2 7QP  Email:data.management@nottscc.gov.uk | Ministerial and Public Communications Division  Department for Education  Piccadilly Gate, Store Street, Manchester, M1 2WD  Website: [www.education.gov.uk](http://www.education.gov.uk/)  Email: <http://education.gov.uk/help/contactus>  Telephone: 0370 000 2288 |

**Can I see the information held about me and my family?**

Under the Data protection Act 1998 you and your family are entitled to know what information is held about you. If you want to see a copy of the information we hold and share about you and your family then please contact **(Insert name of Early Years Provider Administrator)**, **(Name of Early Years Provider)**. If you suspect that you or your family’s information is incorrect you have a right to request that the data is amended.

For independent advice about data protection, privacy and information sharing issues you can contact:

The Information Commissioner 0303 123 1113 <http://www.ico.org.uk>

1. A duty is what defines the schools or authorities responsibilities in law