

## Privacy Notice

The **Data Protection Act** protects the personal data about you by setting rules and conditions, which apply to all users of personal information, such as Havering Council ("the Council"). The Act refers to users of personal information "Data Controllers" who must work within the requirements of the Act when obtaining and using information about you. It is anticipated that staff, and young people over the age of 12 with the maturity to make their own decisions, should generally be able to request to see their personal information themselves under the Subject Access Provisions (S.7) of the DPA. For children under 12, their parents will act on their behalf. In any event, it will be for the school, as data controller, to assess whether the child is capable of understanding the personal information in question, and so decide whether the parent needs to make the request on the child's behalf.

- Under the DPA 1998, everyone has the right to know what information is being held about them, how it is recorded and why.
- Each school holds personal information on each pupil
- Parents of pupils under 12 and pupils over 12 must be told via a Privacy Notice that this information is being used.
- School staff and children in need/looked after by the local authority (LA) will also be told via a Privacy Notice about the information being used.
- The Council and/or the Department for Education (DfE) will need to make hard copies of their website information available to those without web access.

The Council uses information about children for whom it provides services, to enable it to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the child may have. It also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual children cannot be identified from them.

## Organisations that have access to this information

Local Councils

Department for Education (DfE)

Connexions

Ofsted

Examination Boards

Managing Information Across Partners (MIAP)

## How is this information used?

The Council will use information about its school workforce for research and statistical purposes, and to evaluate and develop education policy and strategies. The statistics are used in such a way that individual staff cannot be identified from them. The LA may also use it to support and monitor schools regarding sickness and recruitment of staff.

For information on how the Council and Connexions use this data or what the Department for Education does with the data it obtains, please browse the documents found in the 'Downloads' section.

The above information is taken from the DfE website.

If you wish to access the personal data which DfE hold about your child, then please contact the Public Communications Unit at the Department for Education (DfE) .

Wingle-Tye Pre-School is a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous education establishment. 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 the Pre-School is doing.

This information includes your child's

- contact details
- assessment results
- attendance information (although this is not collected for pupils under 5 as part of the censuses for the Department of Education)
- personal characteristics such as your ethnic group
- any special educational needs
- relevant medical information
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***We will not give information about your child to anyone outside the Pre-School without your consent unless the law and our rules allow us.***

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

If you want to see the information that we hold or share, please contact the Manager.