

## PRIVACY NOTICE for children in early years settings

### Privacy Notice - Data Protection Act 1998

We Glebe House School & Nursery are the Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you from your previous Early Years setting. We hold this personal data and use it to:

- support teaching and learning;
- monitor and report on progress;
- provide appropriate pastoral care
- assess how well the setting as a whole is doing.

This data includes your contact details, relevant assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

This data may only be used or passed on for specific purposes as allowed by law. From time to time the setting is required to pass on some of this data to local authority departments, including Children's Services, the Department for Education (DFE), and to agencies that are prescribed by law, such as the Qualifications and Curriculum Development Agency (QCDA), Ofsted, the Department of Health (DH), Primary Care Trusts (PCT), The Learning Records Service, or any successor bodies. All these are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data.

Children, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact Susie Pull – Nursery Manager on 01485 532809 ext 3 or a member of the nursery staff.

If you require more information about how the LA and/or DfE store and use this data please go to the following websites:

- <http://www.schools.norfolk.gov.uk/School-administration/Legal/Privacy-notice/NCC116088>
- <http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

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

- Information and Intelligence Team  
County Hall,  
Room 530,  
Martineau Lane,  
Norwich,  
NR1 2DL  
Email: [irc.data@norfolk.gov.uk](mailto:irc.data@norfolk.gov.uk)  
Tel: 01603 223913
- Public Communications Unit  
**Department for Education**  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
website: [www.education.gov.uk](http://www.education.gov.uk)  
email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)  
tel: 0870 000 2288.