



Welcoming | Involving | Evolving

Oxhey Early Years Centre

PRIVACY NOTICE

Privacy Notice - Data Protection Act 1998

We, Oxhey Early Years Centre, are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about your child/children from previous schools, local authority, the Department for Education (DfE) and the Learning Records Service. We hold this personal data to:

- Support pupil teaching and learning;
- Monitor and report on pupil progress;
- Provide appropriate pastoral care, and
- Assess how well the school is doing.

This information includes your child/children's contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give information about your child/children to anyone without your consent unless the law and our policies allow us to.

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

If you want to see a copy of the information we hold and share about your child(ren) then please contact The Head, Oxhey Early Years Centre.

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

Our local authority at <http://www.hertsdirect.org/services/edlearn/privsch/> and

The DfE website at <http://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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

Data Protection Team
Information Governance Unit
Room C1
County Hall
Pegs Lane
Hertford, SG13 8DQ
email: data.protection@hertfordshire.gov.uk

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London, SW1P 3BT
Website: <https://www.gov.uk/government/organisations/department-for-education>
email: info@education.gsi.gov.uk
Telephone: 0370 000 2288

From time to time we may be required or requested to give information about a child or family to prevent or detect fraud or other crime from government organisations under the Data Protection Act. Please always ensure your information is correct and update us if and when it changes.