

Privacy Notice – Early Years 2, 3 and 4 Year Old Funding

(July 2017)

Name of Setting: Little Fishes Preschool

collects and processes personal and sensitive personal data about its children and is a “data controller” in respect of this for the purposes of the Data Protection Act 1998 and the General Data Protection Regulation (GDPR). It processes this personal data to:

- support the children’s development;
- monitor their progress;
- provide appropriate pastoral care, and
- assess how well the setting as a whole is doing.

This data includes contact details, Early Years Foundation Stage assessments, eligibility for Early Years Pupil Premium (EYPP), 2 year old funding or funding for 3 and 4 year olds, attendance information, sessions attended, characteristics such as ethnic group, special educational/developmental needs and any relevant medical information.

We will not give information about your child to anyone outside the early years setting without your consent unless the law and our rules allow us to.

From time to time the setting is required by law to pass on some of this data to the local authority (Southend on Sea Borough Council). The information we collect will be stored either in locked storage or electronically with password protection, encryption and restricted access. All data will be transferred either through a secure website or by secure email. They in turn are required to pass some data on to the Department for Education (DfE). 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. This data may only be used or passed on for specific purposes allowed by law. The information provided by you will be held and processed by Southend on Sea Borough Council in accordance with the Data Protection Act 1998. It will be used for its intended purpose but may also be used for internal statistical analysis as well as being processed and disclosed for the prevention or detection of crime or assessment of tax. The local authority may also need to share your information with a third party such as a contractor, in order for them to assist in providing service. However, the Council requires any third parties to abide by the law when they process your data on their behalf and to follow their procedures or instructions. You have the right to opt-out of your information being shared this way. If you wish to opt-out please contact the Group Manager for Early Years at earlyyears@southend.gov.uk who will acknowledge your request in writing. The information obtained will be retained in accordance with the requirements of the Council's Document Retention and Disposal Guidance and when no longer needed, it will be deleted securely. You are entitled to copies of any information that the Council holds about you. This can be obtained by making a request in writing by using a Subject Access Request form. There may be situations where you find that information we hold is no longer accurate and you have the right to have this corrected, or, under certain circumstances deleted.

If you want to see a copy of the information about your child that we hold and/or share, please contact us at:

NAME: Little Fishes Preschool

ADDRESS: 90 Thorpedene Gardens, Shoeburyness, Essex. SS3 9JD

TELEPHONE NUMBER: 01702 382897

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

www.southend.gov.uk – (search for Early Years Privacy Notice)OR
<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites we can send you a copy of this information please contact the LA or DfE as follows: (see above)

- Early Years Team
Southend Borough Council
Civic Centre
Victoria Avenue
Southend-on-Sea SS2 6ER
Email: earlyyears@southend.gov.uk

OR

- 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: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288