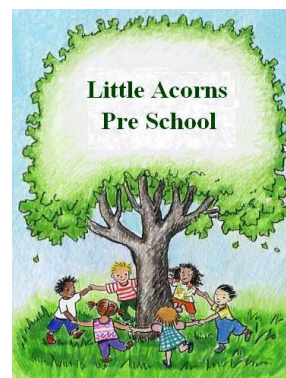


Safeguarding and Welfare Requirement: Information & Records

10.11 Privacy Notice



Policy Statement

Little Acorns are members of the ICO (Information Commissioners Office). This is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

Privacy Notice - Data Protection Act 1998

We Little Acorns Pre School 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 school and the Learning Records Service. We hold this personal data and use it to:

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

This information includes your contact details, national curriculum assessment results, attendance information ¹ and personal characteristics such as your ethnic group, special educational needs and any relevant medical information.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some of your information to the Local Authority and the Department for Education (DfE)

If you want to see a copy of the information we hold and share about you then please contact Sue Casselden

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

<http://www.suffolk.gov.uk/CouncilAndDemocracy/SiteHelp/PrivacyandDataProtection.htm>

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/>

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/thirdpartyorgs/>

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

- Information Management Services
Suffolk County Council
Endeavour House
8 Russell Road
Ipswich IP1 2BX
Email: information.management@suffolk.gov.uk
Telephone: 01473 264618

¹ Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools

- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
email: info@education.gsi.gov.uk
Telephone: 0870 000 2288

This policy was adopted at a meeting held by Little Acorns committee on 31st January 2017

To be reviewed January 2018

Signed on behalf of the provider

Name of Signatory Sue Casselden

Role of Signatory Business Manager