

**PRIVACY NOTICE**  
for  
*Children in Early Years Settings*

**Privacy Notice - Data Protection Act 1998**

We, Wokingham Day Nursery, are a data controller for the purposes of the Data Protection Act. We collect personal information about your child and may receive information about your child from their previous school or Early Years setting. We hold this personal data to:

- Support your child's learning;
- Monitor and report on their progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

Information about your child that we hold includes your contact details (which will include basic information about you), national curriculum & Early Years Foundation Stage Profile assessment results, attendance information and personal characteristics such as your child's ethnic group, any special educational needs your child may have and relevant medical information.

***We will not give information about you 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 to our Local Authority (LA) and the Department for Education. For children of statutory school age we also make records available to their new school when they transfer schools.

If you want to receive a copy of the information about you or your child that we hold or share, please contact Barbara Hawkes, the nursery manager.

If you need more information about how the LA and DfE store and use your information, then please go to the following websites:

<http://wsh.wokingham.gov.uk/leadership/data/sharing-and-privacy/>

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you cannot access these websites, please contact the LA or DfE as follows:

- Data Protection Officer  
Wokingham Direct  
**Wokingham Borough Council**  
Shute End  
Wokingham, RG40 1WH  
Website: [www.wokingham.gov.uk](http://www.wokingham.gov.uk)  
Email: [wokingham.direct@wokingham.gov.uk](mailto:wokingham.direct@wokingham.gov.uk)

- 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: <http://www.education.gov.uk/help/contactus>  
Telephone: 0370 000 2288