



PRIVACY NOTICE for 2, 3 and 4 yr old Funded Children in Early Years Settings, Schools and Academies and Free Schools

We Stamford Bridge Primary School 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 from a previous setting. We hold this personal data and use it to:

- Care for your child and support their learning and development
- Monitor and report to you on your child's progress
- Assess how well we are doing
- Ensure we receive appropriate funding from the Local Authority

This information includes your contact details, hours of free early education (FEE) agreed and taken, observations and assessments on your child's development and personal characteristics such as your ethnic group, any special educational needs your child may have and relevant medical information.

We are required by law to pass some information about you and your child to our Local Authority (LA) and the Department for Education. The LA will use this information to ensure we receive the appropriate funding, carry out auditing checks with us and to monitor take up of free early education by 2, 3 and 4 year olds.

We will not give any other information about you or your child 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 the Department for Education (DfE) and, in turn, this will be available for the use of the LA.

If you want to receive a copy of the information about you that we hold or share, please contact Trudi Fitzhenry (Headteacher) or Kathryn Douglas (School Business 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://www2.eastriding.gov.uk/council/governance-and-spending/protecting-your-personal-information/data-protection/>

or

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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

Data Protection Coordinator
Health Diversity and Information Group
East Riding of Yorkshire Council
County Hall
Beverley
HU17 9BA

Email: data.protection@eastriding.gcsx.gov.uk

Telephone: 01482 393939

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