

Dear Parent

Privacy Notice – Data Protection Act 1998

We are a Data Controller for the purposes of the Data Protection Act. We collect personal information from you about your child and may receive information about your child from their previous setting. The setting holds this personal data and uses it to:

- Support its children's teaching and learning;
- Monitor and report on their progress;
- Provide appropriate pastoral care and
- Assess how well the setting is doing.

This information includes children's contact details and personal characteristics such as ethnic group, special educational needs and any relevant medical information.

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

Under the Childcare Act 2016 and related regulations, we are required to pass some of your child's information to Buckinghamshire County Council (BCC) and the Department for Education (DfE).

If you want to see a copy of the information we hold and share about your child then please contact **(Insert name of setting Manager or Administrator)**.

If you require more information about how BCC and/or DfE store and use this information, then please go to the following websites:

BCC: www.buckscc.gov.uk/privacynotice

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

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

BCC website: schoolsweb@buckscc.gov.uk
Web Projects Manager
Technology Services
Business Services Plus
9th Floor, County Hall
Walton Street
Buckinghamshire
HP20 1UZ

DfE
Ministerial and Public Communications
Division for Education
Piccadilly Gate
Store Street
Manchester
M1 2WD

Website: www.education.gov.uk
Telephone: 0370 000 2288
Contact DfE online: [Contact the Department for Education](#)

