

## PRIVACY NOTICE

### *Pupils in Schools, Alternative Provision and Pupil Referral Units and Children in Early Years Settings*

#### **Privacy Notice - Data Protection Act 1998**

We The Hollies Pres-school Limited are a 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, characteristics such as ethnic group, special educational needs and 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 information about you to the Local Authority(LA) and the Department for Education (DfE)

If you want to see a copy of the information about you that we hold and/or share, please contact **Debbie Moore-Grundy or Liz Taylor.**

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.cheshireeast.gov.uk/council\\_and\\_democracy/council\\_information/data\\_protection/data\\_protection\\_rights/privacy\\_notice.aspx](http://www.cheshireeast.gov.uk/council_and_democracy/council_information/data_protection/data_protection_rights/privacy_notice.aspx)

and

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>

<http://www.education.gov.uk/researchandstatistics/childrenandyoungpeople/a0064391/who-the-department-passes-pupil-data-to>

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

- The Data Protection Officer  
Cheshire East Council  
Westfields  
Middlewich Road  
Sandbach  
Cheshire CW11 1HZ
- 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

