



BEDFORD BOROUGH COUNCIL

# PRIVACY NOTICE for pupils in early years settings

## Privacy Notice - Data Protection Act 1998

We, the childcare provider, are the data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. 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 our setting is doing.

Information about your child that we hold includes your contact details and personal characteristics such as your ethnic group and any special educational needs your child may have.

***We will not give information about 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 our Local Authority (LA) and the Department for Education (DfE)

If you want to receive a copy of the information about your child that we hold or share, please contact the Leader / Manager at your childcare setting.

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

[http://www.bedford.gov.uk/council\\_and\\_democracy/data\\_protection,\\_foi\\_eir.aspx](http://www.bedford.gov.uk/council_and_democracy/data_protection,_foi_eir.aspx)

or

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

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

- Barbara Morris, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford, MK42 9AP – [barbara.morris@bedford.gov.uk](mailto:barbara.morris@bedford.gov.uk)
- Department for Education – [www.gov.uk/df](http://www.gov.uk/df) or Telephone 0370 000 2288