

Template for use by FEE providers in the East Riding of Yorkshire (schools and PVI settings). Please insert your details where the requested in Red text.

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

### Privacy Notice - Data Protection Act 1998

We/ I (**Insert Name of your school / academy / setting / childminder**) are/am 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.***

**(For Academy and Free School use only, delete this sentence otherwise)** 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 **(Insert the name of your setting or School Administrator/Manager or relevant contact)**.

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](mailto: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