**Privacy Notice**

**Children in Early Years Settings**

We at Next Generation Nursery & Schoolies Club Ltd are the Data Controller for the Purposes of the Data Protection Act 1998.

We collect information from you and may receive information about you from your previous nursery / pre-school. We hold this personal data and use it to:

* Support your child’s teaching and learning; • Monitor and report on your child’s progress;
* Provide appropriate pastoral care.
* Access funding for early years provision for your child
* Assess the quality of our provision

This information includes your contact details and your child’s personal characteristics such as their gender and special educational needs.

We will not give information about you to anyone outside the setting/nursery/ childcare provision without your consent unless the law and our rules allow us to.

We are required by law to pass some of your information to your local authority, Wigan Borough Council, and the Department for Education (DfE).

To ensure there is no abuse of personal data we have the following controls, safeguards and limitations in place in regard to the use of and the sharing of the above information:

1. the information will not be used for any purpose other than those stated in this notice
2. the information will be held and, when appropriate and necessary, shared securely in accordance with our policies and relevant legislation

The information can only be held and used with your consent and your consent can be withdrawn at any time by contacting:

# Richard Atherton 07718984029 or 01942826899

You can also contact the above officer in you wish to access any records we hold about you or your child or, if you believe we hold any information about yourself or your child that is not accurate or we have no legal right to hold, to request that the information is rectified or erased. The above officer can also give you details of our data protection policy and our retention & disposal of records policy.

The DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: https://www.gov.uk/government/publications/nationalpupil-database-requests-received

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

* our local authority at http://www.wigan.gov.uk ; or

* the DfE website at https://www.gov.uk/data-protection-how-we-collect-and-shareresearch-data

If you are unable to access these websites, please contact:

Wigan Borough Council:

Childcare Team Wigan

Town Hall

Library Street

Wigan, WN11YN

Telephone:01942 489001

Website: http://www.wigan.gov.uk

Department for Education

Public Communications Unit,

Department for Education,

Sanctuary Buildings,

Great Smith Street,

London, SW1P 3BT

Website: www.education.gov.uk

Email: http://www.education.gov.uk

Telephone: 0370 000 2288

If you have any concern or complaints about the information we hold about you or your child on how we, as an organisation, obtain, process, store or share personal data relating to you or your child; first speak, or write, to your named contact at the setting or alternatively contact:

# Richard Atherton 07718984029 or 01942826899

If however, you are dissatisfied with our response to your complaint you can of course contact the:

Information Commissioners Office\*

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Fax: 01625 524 510

Website: https://ico.org.uk/

\* The Information Commissioners Office deals with concerns and complaints relating to data protection and freedom of information legislation.