

Privacy notice Policy

Happy Days Nursery processes personal information about its pupils and is a 'data controller' for the purposes of the Data Protection Act 1998. We collect information from you and may receive information about your child from their previous nursery.

We hold and use your child's information to support their teaching and learning, monitor and report on how well they are doing, provide them with pastoral care and to assess how well the setting is doing.

The information we hold includes yours and your child's contact details, your child's national curriculum assessment results, attendance information, ethnic group, special educational needs and any relevant medical information.

We will not give information about you or your child to anyone outside the school without your permission unless the law and our rules permit it. We are required by law to pass some of your child's information to East Sussex County Council and to the Department for Education (DfE) and local NHS agencies. We will pass on individual pupil records to the receiving setting when a child moves from one setting to another. This includes when a child moves to reception class in primary school.

YOU CAN ASK TO SEE THE INFORMATION WE HOLD ABOUT YOU

If you want to see a copy of the information we hold and share about you then please contact Eve Blyth

If you need to know more about how East Sussex County Council and the DfE store and use your information please contact them:

East Sussex County Council: www.eastsussex.gov.uk/dataprotection

DfE: www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/

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

Information Governance Officer
Children's Services
East Sussex County Council
County Hall
St Anne's Crescent
Lewes
BN7 1UE

☎ 01273 482901
✉ CS.DPA@eastsussex.gov.uk
🌐 www.eastsussex.gov.uk

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

☎ 0870 000 2288
✉ info@education.gsi.gov.uk
🌐 www.education.gov.uk

Reviewed September 2015