

# Privacy Notice

## For children in Early Years Settings

### **Data Protection Act 1998: How we use pupil information**

We at Robert Wilkinson Primary Academy are the Data Controller for the purpose of Data Protection Act. Our data protection notification is registered with the Information Commissioner's Office (ICO) reference 2A243224. We collect information from you and may receive information about your child from a previous setting. We hold this data and use it to:

- support your child's teaching and learning
- monitor and report your child's progress
- provide appropriate pastoral care; and
- assess our own performance

This information includes your contact details, early years foundation stage learning journey/profile and personal characteristics such as ethnic group, special educational needs and any relevant medical information.

**We will not give information about your child to anyone outside the setting without your consent unless the law allow us to, for example for the prevention or detection of crime.**

If you have any questions about this Privacy Notice or if you want to see a copy of the information we hold and share about you or your child then please contact the Main School Office on 01904 555160.

*We are required, by law, to pass some information about our pupils to the Department for Education (DfE). This information will, in turn, then be made available for use by the LA.*

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.

For children under 16, a parent or guardian can ask that no information other than their child's name, address and date of birth (or their own name and address) be passed to a local authority. This right transfers to the child on their 16<sup>th</sup> birthday. A parent/guardian will need to inform Robert Wilkinson Primary Academy school office if this is what they wish.

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

- our local authority at:  
[https://www.york.gov.uk/info/20168/information\\_management/583/privacy\\_notices\\_formerly\\_knownas\\_fair\\_processing\\_notices](https://www.york.gov.uk/info/20168/information_management/583/privacy_notices_formerly_knownas_fair_processing_notices)
- the DfE website at  
<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

