

Privacy Notice

DATA PROTECTION ACT 1998

The organisations listed in the box below all process information on children in order to help administer education and children's services and in doing so must comply with the Data Protection Act 1998.

This means, among other things, that the data held about children, must only be used for specific purposes allowed by law. We list below why that data is held, and to whom it may be passed on.

The **Early Years Provider** holds information on children in order to support their development, to monitor their progress, to provide appropriate pastoral care, and to assess how well the Provider as a whole is doing. This information includes date of birth, contact details, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

From time to time Early Years Providers are required to pass on some of this data to Local Authorities (LA), the Department for Education (DfE) and to agencies that are prescribed by law and Ofsted. In particular, at age five an assessment is made of all children (the Early Years Foundation Stage Profile) and this information is passed to the Local Authority and receiving maintained school to help meet the child's needs.

The **Local Authority** (LA) uses information about children for whom it provides services to carry out specific functions for which it is responsible. For example, the Local Authority will make an assessment of any special educational needs the child may have. The information is also kept and shared with West Sussex County Council and our Commissioned Partners for the purpose of claiming funding, but may be used for the wider purpose of planning services for children and families. It will also be shared with local health teams and partners to plan developmental checks for two year olds and will be shared with your local Children and Family Centre. It also uses the information to derive statistics to inform various decisions. The statistics are used in such a way that individual children cannot be identified from them.

Her Majesty's Chief Inspector of Education, Children's Services and Skills and **Ofsted** do not routinely process any information about individual children. Ofsted holds no records of individual children's progress. However, it does use information about the achievement of groups of children to help inform its judgements about the quality of education in Early Years Providers.

The **Secretary of State for Education and the Department for Education (DfE)** use information about children and pupils for research and statistical purposes, to allocate funds, to inform, influence and improve education policy and to monitor the performance of the education and children's services as a whole. The DfE will feed back to LAs information about children for a variety of purposes that will include data checking exercises, and use in evaluation of the LA. The DfE may also use contact details from these sources to obtain samples for statistical surveys: these surveys may be carried out by research agencies working under contract to the DfE and participation in such surveys is usually voluntary. The DfE may also match data from these sources to data obtained from statistical surveys.

The DfE may also disclose individual child and pupil information to independent researchers into the educational achievements of pupils who have a legitimate need for it for their research, but each case will be determined on its merits and subject to the approval of the DfE's Chief Statistician.

Who to write to about the data held

Children, as data subjects, have certain rights under the Data Protection Act 1998, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child, then please contact the relevant organisation in writing:

- the Early Years Provider;
- Data Protection Officer, West Sussex County Council, County Hall, West Street, Chichester, West Sussex, PO19 1RQ
- Ofsted's Data Protection Officer at Aviation House, 125 Kingsway, London WC2B 6SE or email enquiries@ofsted.gov.uk;
- the DfE's Data Protection Officer at DFE, Sanctuary Buildings, LONDON, SW1P 3BT or complete the online form at <http://www.education.gov.uk/help/contactus> (Telephone: 0370 000 2288)

Please note that in order to fulfil their responsibilities under the Act the organisation may, before responding to this request, seek proof of the requestor's identity and any further information required to locate the personal data requested.