



St. Peter's pre-school

PRIVACY NOTICE

Privacy Notice - Data Protection Act 1998

**St. Peter's Pre-school
Southend Road
Southend Bradfield
Reading, Berkshire
RG7 6EU**

We are the Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you from your previous setting. We hold this personal data and use it to:

- Support your teaching and learning
- Monitor and report on your progress
- Provide appropriate pastoral care, and
- Assess how well the setting is doing

This information includes your contact details, characteristics such as ethnic group, special education needs and any relevant medical information.

We will not give information about you to anyone outside this setting without your consent unless the law and our rules permit it.

We are required by law to pass some of the information to the Local Authority (LA), and the Department for Education (DFE).

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

If you require more information about how the LA and/or DCSF store and use this data please go to the following

www.westberks.gov.uk/index.aspx?artided=102005

www.teachernet.gov.uk/doc/13856/DCSF%20what%20we%20do%20with%20Children's%20data%20v4%20final.doc

If you are unable to access these websites, please contact the Local Authority or the Department of Education as follows:

Systems Research & Information Team

Children & Young People
West Berkshire Council
West Street House
West Street
Newbury, RG14 1BD
www.westberks.gov.uk
crobins@westberks.gov.uk
01635 519061

Public Communications Unit

Department of Education
Sanctuary Buildings
London
SW19 3BT
www.dfe.gov.uk
info@dfegsi.gov.uk
0870 000 2288