



Batford Nursery School,  
Harpenden & Rural Children's Centres,  
Skylarks Day Care,  
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## **Batford Early Years Centre**

### **Privacy Notice**

Next Review date: 12<sup>th</sup> Jan 2018

Signed..... Head of Centre / Headteacher      Date: 12<sup>th</sup> Jan 2016  
Signed..... Chair of Governing Body              Date: 12<sup>th</sup> Jan 2016

**To Contact Ofsted: Tel: 0300 123 1231**

**Email: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)**

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Batford Nursery



Children's Centres



Skylarks Day Care



Batford Nursery



Skylarks Day Care

## **Privacy Notices: Information about children in early years settings**

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

We process personal information relating to our children and may receive information about them from their previous settings, local authority, the Department for Education (DfE) and the Learning Records Service. We hold this personal data to:

- support our children's learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

Information about our children that we hold will include their contact details, assessment data, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

We are required, by law, to pass certain information about our children to our local authority (LA) and the Department for Education (DfE).

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.hertsdirect.org/services/edlearn/privschi/> or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you want to receive a copy of the information about you that we hold, please contact:

The School Administrator  
Batford early Years Centre  
Holcroft Road  
Harpenden AL5 5BQ  
01582 713872

*July 15*

