

FAIR PROCESSING NOTICE – EARLY YEARS SETTINGS

Important information on the Data Protection Act 1998

Organisations that hold information about children and their families must comply with the Data Protection Act 1998. This means that the information they hold must only be used for specific purposes that are allowed by law.

The details below cover the different types of information that organisations might hold, why that information is held, and to whom it may be passed on to.

Yaxley & Mellis Pre-School holds information on children to:

- support their development
- monitor their progress
- provide appropriate care
- assess how well the Setting itself is doing.

This information includes: contact details, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information. (Parent data supplied will also be kept on record by the setting).

Early Years Settings are sometimes required to pass on some of this information to other groups such as:

- Local Authorities (LA's)
- Department for Children, Schools and Families (DCSF)
- The Qualifications and Curriculum Authority (QCA)
- Her Majesty's Chief Inspector for Schools
- Ofsted
- The National Assessment Agency (NAA)
- The Secretary of State for Children, Schools and Families

The **Local Authority** (LA) uses information about children to help it plan and deliver services for the local community. For example, the Local Authority will make an assessment of any special educational needs a child may have. It also uses the information to produce statistics to help make various decisions. The statistics are used in such a way that individual children cannot be identified from them.

The **Qualifications and Curriculum Authority** (QCA) uses information about children to administer national assessments such as the Foundation Stage Profile. Any results passed on to the DCSF are used to produce statistics on trends and patterns in levels of development. The QCA can use the information to determine how effective the national curriculum and assessments are, and to ensure that these are continually improved.

Her Majesty's Chief Inspector for Schools and **Ofsted** use information about the progress and performance of children to help inspectors evaluate the work of Early Years Settings, to help them in their self-evaluation, and as part of Ofsted's assessment of the success of new initiatives and policies in education.

The **National Assessment Agency** (NAA) uses information for those settings undertaking the Foundation Stage Profile. The data that these settings produce is passed on to the NAA who then use the information when working with schools, the

QCA, and Awarding Bodies, to help ensure that there is an efficient and effective assessment system for all ages of school children across the country.

The **Secretary of State for Children, Schools and Families** and the **Department for Children, Schools and Families (DCSF)** uses information about children for research, to produce statistics, to allocate funds, to develop new policies on education and to monitor the performance of the education and children's services.

Children have rights under the Data Protection Act 1998, including a general right to be given access to personal data held about them. If you would like a copy of the information that our setting, or any other group, keeps about your child, please write to the organisation at the address given below.

Organisation contact details

Local Authority (LA)

Policy and Planning Manager, Early Years & Extended Schools Service, City of York Council, Mill House, North Street, York, YO1 6JD

Qualifications and Curriculum Authority (QCA)

Data Protection Officer, QCA, 83 Piccadilly, London, W1J 8QA

Ofsted

Data Protection Officer, Alexandra House, 33 Kingsway, London, WC2B 6SE

National Assessment Agency (NAA)

Data Protection Officer, NAA, 29 Bolton Street, London, W1J 8BT

Department for Children, Schools and Families (DCSF)

Data Protection Officer, DCSF, Caxton House, Tothill Street, London, SW1H 9NA