Privacy Notice - Data Protection Act 1998

We, The Community Playgroups, 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 school. 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 your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information [A], characteristics such as ethnic group, special educational needs and any relevant medical information.

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

We are required by law to pass some of your information to the Local Authority (LA), and the Department for Children, Schools and Families (DCSF).

If you want to see a copy of the information we hold and share about you then please contact Lynn Gardner (Playgroup Leader).

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

http://www.manchester.gov.uk/childrensserviceprivacynotices

http://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 LA or the DCSF as follows:

[A] Attendance information is not collected for pupils under 5 at Early Years Settings or Maintained Schools

- Data Protection Officer
  Children's Services.
  Overseas House
  Quay Street
  Manchester
  M3 3BB
  Telephone: 0161 234 7727
  Website: http://www.manchester.gov.uk

- Public Communications Unit
  Department for Children, Schools and Families
  Sanctuary Buildings
  Great Smith Street
  London
  SW1P 3BT
  website: www.dcsf.gov.uk
  email: info@dcsf.gsi.gov.uk
  tel: 0870 000 2288