

Privacy Notice - Data Protection Act 1998

The Montessori Pavilion is the Data Controller for the purposes of the Data Protection Act. We collect information from you about your child and may receive information about your child from your previous childcare provider. We hold this personal data and use it to:

- Support your child's teaching and learning;
- Monitor and report on your child's progress;
- Provide appropriate pastoral care, and
- Assess how well the setting school is doing.

This information includes your child's contact details and personal characteristics such as ethnic group and special educational needs.

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

We are required by law to pass some information about you to the Local Authority 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 Georgina Dashwood.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please see the following documents:

Information Governance Framework at <http://www.achievingforchildren.org.uk/Policies-Procedures-Plans>

and

<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites, please contact the LA or DfE as follows:

Achieving for Children providing children's services for Kingston and Richmond

- Email: <http://www.achievingforchildren.org.uk/contact-us-form>
- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: <https://www.gov.uk/government/organisations/department-for-education>
Email: <https://www.gov.uk/contact-dfe>
Telephone: 0370 000 2288