

## Privacy Notice - Data Protection Act 1998

### **PRIVACY NOTICE for pupils in schools, early years settings, alternative provision and pupil referral units**

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 provision. We hold this personal data and use it to:

- support your teaching and learning;
- monitor and report on your progress;
- provide appropriate care, and
- monitor the provision

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

**We will not give information about you to anyone outside the provision 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 Education (DfE)

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

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

<http://www.brighton-hove.gov.uk>

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

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

Early Years and Schools Finance Team  
Finance & Procurement  
Brighton and Hove City Council  
Business Engagement 2 – Children’s Services Finance  
Bartholomew House – 3rd Floor, Bartholomew Square, Brighton BN1 1JE  
email: [earlyyearsfinance@brighton-hove.gov.uk](mailto:earlyyearsfinance@brighton-hove.gov.uk)  
tel: 01273 293690

- 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: <http://www.education.gov.uk/help/contactus>  
tel: 0370 000 2288

\* Name of Provider

\*\* Name of Contact at Provision