



St. Helens Council

Children & Young People's Services

Early Years Setting: Sherdley Primary School

Your data – Fair Processing Notice / Privacy Notice relating to the Free Early Education Entitlement (FEEE).

We, St. Helens Council, are the Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you and your child. The data you provide is processed for the following purposes:

- To determine the amount of FEEE Grant Payments;
- To monitor, support and report on your child's development and progress;
- To monitor and assess how well the setting as a whole is doing;
- To provide appropriate pastoral care, and
- To provide the best possible support to children and families

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

From time to time, we, as a local authority are required to pass on some of this data to agencies prescribed by law such as Bridgewater Community Healthcare NHS Trust, and the Department for Education (DfE). All are data controllers for the data they receive.

If you would like more information about the processing of data by the organisations mentioned above, please contact your Early Years setting.

Under the Data Protection Act, you have the right of access to personal data that we may hold about you. Children, as data subjects, also have the right of access to personal data that we may hold about them, with parents exercising this right on their behalf if they are too young to do so themselves.

If you wish to access your personal data, or that of your child, then please put your request in writing to the System & Information Management Officer, Internal Audit, St Helens Council, Town Hall, Victoria Square, St Helens, Merseyside, WA10 1HP. Email: dataprotection@sthelens.gov.uk

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

- www.sthelens.gov.uk and
- <http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/privacynotices/a0077959/what-the-department-does-with-pupils-and-childrens-data>

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

- The **Early Years setting at Sherdley Primary School**
- System & Information Management Officer, Internal Audit, St Helens Council, Town Hall, Victoria Square, St Helens, Merseyside, WA10 1HP. Email: dataprotection@sthelens.gov.uk
- Ofsted's Data Protection Officer, Alexandra House, 33 Kingsway, London WC2B 6SE, <http://www.ofsted.gov.uk/>
- Public Communications Unit
Department for Education, Castle View House, East Lane, Runcorn, Cheshire, WA7 2GJ, <http://www.education.gov.uk/>

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