

HEADSTART PRE-SCHOOL
At
Shevington Vale Primary School
Runshaw Avenue
Appley Bridge
WN6 9JP
a.davies@shevingtonvale.wigan.sch.uk
Tel:07795 831958



Privacy Notice for Headstart Pre-School LTD

We, [Headstart Pre-School LTD](#) are a data controller for the purposes of the [Data Protection Act](#). We collect personal information from you and may receive information about you and your child from your previous childcare provider. We hold this personal data to:

- Support your child's teaching and learning
- Monitor and report on your child's progress
- Provide appropriate pastoral care
- Assess how well we are doing
- Claim for relevant funding for your child
- Access relevant services to support your child

Information that we hold about you and your child includes:

- Personal details of each child's parents / other significant adults living within the home such as: title, full name, D.O.B, email address, address, work status, marital status, relationship to the child, home, mobile and work contact numbers, occupation & national insurance number.
- Personal details of your child such as: full name, place of birth, D.O.B, NHS number, address & gender.

Other information about your child including:

- Contact details – including emergency contacts
- Consent forms
- Records of achievement/ development tracking and reports
- Attendance information
- Personal characteristics - such as: ethnic group, cultural preferences, language spoken & religion.
- Any special educational needs
- Relevant medical information including blood type, allergies, ongoing health concerns, immunisation details and birth information.
- Information about the legal status of your child and any previous information detailing social care involvement.

- Safeguarding concerns
- Health visitor and doctor contact details and reports (plus any other agencies involved as appropriate).
- Funding application information (2 ½ year / 3 & 4 year FREE funding).
- Setting / parent contract
- Previous setting contact details

We have provided greater details on GDPR in our confidentiality policy.

If you want to receive a copy of the information about you that we hold or share, please contact: [the setting Manager: Mrs A Davies](#).

We will not give information about you or your child to anyone without your consent unless the law and our policies allow us to. We are required by law to pass some information to our [Local Authority](#) and the [Department for Education](#) but we will always inform you of this.

More information is available online from:

- [Department for Education website: Data Use](#)

If you cannot access these websites, please contact the Local Authority or Department for Education as follows:

Name : **Wigan Metropolitan Borough Council**

Address : Town Hall, Library Street
 : Wigan
 : Greater Manchester
 : WN1 1YN 

Country : England

Telephone : [01942 244 991](tel:01942244991)

Emergency: [01942 40 40 40](tel:01942404040)
 / 24 Hour

Website: www.wiganmbc.gov.uk/

Name : **Public Communications Unit**

Address : Department for Education
 : Sanctuary Buildings
 : Great Smith Street
 : London
 : SW1P 3BT

Country : England

Telephone: [0370 000 2288](tel:03700002288)

A printable version of this notice is available upon request.

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from: <http://www.education.gov.uk/researchandstatistics/datatdatam/a0064374/pn>