**GENRAL DATA PROTECTION REGULATION**

This is a new legal framework that is being enforced from 25th May 2018 and is replacing the current Data Protection Act 1998. It has been introduced to provide individuals with rights over their data. A new Privacy Notice has been introduced with immediate effect to comply with the new legislation.

Please read and complete the attached return slip and return to Bluebells. Thank You

**Privacy Notice**

We collect and hold personal information relating to the children who attend our setting. We may also receive information about them from previous settings, local authority (LA) and/or the department of education (DfE).

We use this personal data to:

* Support our children’s learning
* Monitor and report on their progress
* Provide appropriate care and support
* Assess the quality of our service

This information will include their contact details, attendance information, any exclusion information, where they go when they are not with us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

We will not give information about children attending our setting without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your child that we hold please contact the manager by e- mail on [bluebellsinfo@gmail.com](mailto:bluebellsinfo@gmail.com)

We are required by law to pass some information about you to the department of education and the local authority through the annual early year’s census. We will also share information to process the early year’s educations funding for 2, 3 and 4 year olds and to offer any relevant special educational needs support.

We will share information about your child’s progress and development with Wirral LA, your local children’s centre and any other early year’s settings your child attends, so that we may work in partnership together to support your child’s progress. We will also share relevant information with the admissions team to assist in the transition to primary school. If specific additional support may be of benefit to your child, you will be consulted.

If you need more information about how our local authority and/or DfE collect and use your information, please visit the DfE website at

[www.gov.uk/data-protection-how-we-collect-and-share-research-data](http://www.gov.uk/data-protection-how-we-collect-and-share-research-data)