



GREENWAY KINDERGARTEN

Woodford
Founded 1951

Privacy Notice - Data Protection Act 1998 **Early Years Settings**

We, Greenway Kindergarten, are the Data Controller for the purposes of the Data Protection Act. We collect information about your child and use this personal data to:

- support your child's development
- monitor and report on your child's progress
- assess how well the setting as a whole is doing.

We are required by law to pass some information, through the annual Early Years Census, to the Department for Education (DfE) and the local authority, the London borough of Redbridge. This information includes your child's name, date of birth, home address, the number of free entitlement hours you are accessing for your child, and personal characteristics such as ethnic group and whether your child has special educational needs.

If you want to see a copy of the information we hold and share about you then please contact our manager Mrs V. Hirons or ask in the office at Greenway Kindergarten.

If you require more information about how the LA and DfE store and use this data please go to the following website

- www.redbridge.gov.uk/FIND

If you are unable to access this website, paper copies of this information can be obtained from the early years setting: Greenway Kindergarten, 598, Chigwell Road, Woodford Bridge, and Essex IG8 8AA.

Reviewed July 2018