

Privacy Notice pursuant to the Data Protection Act 1998 (the “Act”)

Longwood School & Nursery are the data controller for the purposes of the Act. Our nominated representative for this purpose is Malcolm Livesey. We collect information from you, and may receive information about you from a previous setting or other third party. We are committed to protecting and respecting your privacy in that information and generally.

We hold this personal data and use it to:

- support teaching and learning;
- monitor and report on progress;
- provide appropriate pastoral care; and
- assess how well the setting is doing.

This information may include 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 setting 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 the secretary at Longwood School & Nursery.

The LA uses information about children to enable it to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the child may have or sharing information with its children’s centres for delivery of their services. The LA also uses information to derive statistics to inform decisions on (for example) the funding of early years’ settings. These statistics are used in such a way that individual children cannot be identified from them.

Clinical commissioning groups (CCGs) and local area teams (LATs) use information about pupils for research and statistical purposes, to monitor the performance of local health services and to evaluate and develop them. The statistics are used in such a way that individual pupils cannot be identified from them. Information on the height and weight of individual pupils may however be provided to the child and its parents and this will require the CCGs and LATs to maintain details of pupils’ names for this purpose for a period designated by the Department of Health following the weighing and measuring process. CCGs and LATs may also provide individual early years settings and LAs with aggregate information on pupils’ height and weight.

School contact details for more information: Malcolm Livesey Longwood School & Nursery Bushey Hall Drive Bushey Hertfordshire WD23 2QG Email: info@longwoodschool.co.uk Tel: 01923 253715	LA contact details for more information: Data Protection Team Information Governance Unit Room C1 County Hall Pegs Lane Hertford SG13 8DQ Email: data.protection@hertfordshire.gov.uk Tel: 01992 588099
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