

Montague Road Pre-School

Privacy Notice

We, Montague Road Pre-School, 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 levels of care
- Assess how well we are doing.

Information that we hold about you and your child includes:

- contact details
- records of achievement
- attendance information
- personal characteristics (such as your ethnic group)
- any special educational needs
- relevant medical information.

If you want to receive a copy of the information about you that we hold or share, please contact Louise Ellicott, our manager.

We will not give information about you to anyone without your consent unless the law and our consent policies allow us to.

We are required by law to pass some information to our Local Authority and the Department for Education.

More information is available online from:

Trafford Early Years Census

<https://www.trafford.gov.uk/residents/children-and-families/early-education/secure/early-years-census.aspx>

Department for Education data use

<https://www.gov.uk/government/organisations/department-for-education/about/statistics>

If you cannot access these websites, please contact the Local Authority or Department for Education directly.

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