



**PRIVACY NOTICE  
for children at  
Knowles Nursery School**

**Privacy Notice – Data Protection Act 1998**

We Knowles Nursery School are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about your child from a previous school. We hold this personal data to:

- Support your child's learning.
- Monitor and report on your child's progress
- Provide appropriate pastoral care
- Assess how well we are doing.

Information about your child that we hold includes contact details, attendance information and personal characteristics such your child's ethnic group, any special educational needs your child may have and relevant medical information.

**We will not give information about 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 about your child to our Local Authority (LA) and the Department for Education.

If you want to receive a copy of the information about your child that we hold or share, please contact Pauline Lake, School Administrator.

If you need more information about how the LA and DfE store and use your information, then please go to the following websites:-

<http://www.milton-keynes.gov.uk/your-council-and-elections/council-information-and-accounts/data-protection-and-confidentiality>

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you cannot access these websites, please write to the LA or DfE as follows:

Data Protection,  
Milton Keynes Council,  
Civic Offices,  
1 Saxon Gate East,  
Central Milton Keynes.  
MK9 3EJ

or:

Public Communications Unit,  
Department for Education,  
Sanctuary Buildings,  
Great Smith Street,  
London  
SW1P 3BT

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

Email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288