



# Privacy Notice

For Children at Skylark Day Nursery

## Privacy Notice - Data Protection Act 1998

We, Skylark Day Nursery, are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous setting and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care.

This information includes your contact details and personal characteristics such as your ethnic group, any special educational needs and relevant medical information.

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

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE) If you want to see a copy of the information about you that we hold and/or share, please contact us.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<http://www.northyorks.gov.uk/schoolrecords>

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>

<http://www.education.gov.uk/researchandstatistics/childrenandyoungpeople/a0064391/who-the-department-passes-pupil-data-to>

If you are unable to access these websites you can request a copy of this information. Please contact the North Yorkshire County Council or DfE as follows:

**Data Management Officer**  
**North Yorkshire County Council,**  
County Hall,  
NORTHALLERTON,  
North Yorkshire,  
DL7 8AL  
website: [www.northyorks.gov.uk](http://www.northyorks.gov.uk)  
email: [datamanagement.officer@northyorks.gov.uk](mailto:datamanagement.officer@northyorks.gov.uk)

**Public Communications Unit**  
**Department for Education**  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website: [www.education.gov.uk](http://www.education.gov.uk)  
email: <http://www.education.gov.uk/help/contactus>  
Telephone: 0370 000 2288

Skylark Day Nursery, Murray Street, Falsgrave, Scarborough, YO12 5AB.  
Telephone: 01723-375757

E-mail: [admin@skylarkdaynursery.com](mailto:admin@skylarkdaynursery.com)  
Owners: Sarah Emms and Tracey Elliott-Hobson.  
Deputy Manager: Nicola Butcher

OFSTED Registration EY31 68 28

