Privacy Notice (How we use children and parent’s information)

The purpose of this notice to explain how Reading Borough Council’s Early Years Inclusion Funding Panel for SEND uses children’s information for the purposes of data protection legislation.

The categories of the information that we collect, process, hold and share include:

Name, Date of Birth, Unique pupil number, Pupil Premium, DAF Claim, Special Education Needs or Disability Assessments, relevant Child Development Data, Health or Medical Information, Attendance Data.

Why we collect and use this information

We use children’s data to enable us to carry out specific functions for which we have a Statutory and Non-Statutory responsibility, assess and monitor children’s progress and inform training required for Early Years Settings. We use children’s data to derive statistics which inform decisions such as the funding of Childcare Providers and longitudinal analysis of the impact of the funding.

The lawful basis on which we use this information

We collect and use this information under the Education Act 1996 and adhere to General Data Protection Regulations (GDPR) - May 2018.

Storing this information

We hold children’s data securely.

We routinely share children’s information with:

☐ Reading Borough Council’s Special Educational Needs Team for the purpose of informing level of need and transition into School.
Why we share this information

We share children's data with the Special Educational Needs & Disability Team for the purpose of informing the level of SEN need's in Early years to prepare for transitions into School and place planning of appropriate provision to meet children's needs.

We do not share information about children without consent unless the law and our policies allow us to do so.

Requesting access to personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold.

They also have the right to object to processing of personal data that is likely to cause, or is causing, damage or distress, prevent processing for the purpose of direct marketing, object to decisions being taken by automated means, in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and claim compensation for damages caused by a breach of the Data Protection regulations

Please ask Parents to contact Rochelle.Hawkins@reading.gov.uk for information we hold on them.

If you have a concern about the way we collect or use personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner’s Office at https://ico.org.uk/concerns/