



All PVI Providers

****Sensitive Information****

Management Information-EYPS

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Our ref: EY/PN
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Dear Colleague

GUIDANCE TO EARLY YEARS SETTINGS: REQUIREMENTS WITH RESPECT TO PRIVACY NOTICES UNDER THE DATA PROTECTION ACT 1998

The Department for Education (DfE) issues guidance in connection with Privacy Notices. This guidance applies to all Private, Voluntary, Independent providers and childminders (PVI Providers) who deliver the Free Early Education. All PVI Providers are required to take the following action:

- issue the Privacy Notice to the parent(s) (or the person(s) with parental responsibility) of all current 2, 3 and 4 year old children who receive the Free Early Education as soon as possible;
- issue the same notice to the parent(s) (or the person(s) with parental responsibility) of 2, 3 and 4 year old children new to the setting, ideally as part of the enrolment process

In addition to issuing the Notice directly to parents/carers, PVI Providers may also include this Notice in other communications with parents/carers (e.g. the Early Years Prospectus, Annual Report, Individual Child Report, etc). Providers may also choose to display the Notice on their website or in a prominent location in the setting.

I have enclosed a suggested text for the Privacy Notice which is also available as a Word document, on the KELS I Website. Please note that if you use this suggested text, you will need to insert your setting's address on the relevant page.

The Department for Education (DfE) uses information about children for research and statistical purposes, to inform, influence and improve education policy and to monitor the performance of the Education Service as a whole. Child data may also be shared with other Government Departments and Agencies (including the Office for National Statistics) as well as independent research organisations, for statistical or research purposes only. No individuals are identified in any results.

For further information on how the DfE uses this data, please visit <https://www.gov.uk/government/organisations/department-for-education>

Yours sincerely

Wendy Murray
Performance and Information Manager