

Halton Borough Council

Early Years Privacy Notice

This notice explains what personal data (information) we hold about your setting, including staff, parents/carers and the children who attend. It also explains how we collect data and use it. We are required to give you this information under data protection law.

It is important you read this notice, together with any other privacy information so that you are aware of how and why we use your personal information.

Who is the Data Controller for the information you provide?

Halton Borough Council is the Data Controller for the personal information you provide. The information we collect is used in accordance with the Data Protection Act 2018.

Our Data Protection Officer is Jonathan Greenough. He may be contacted on 0151 511 7002 or by e-mail at Jonathan.Greenough@halton.gov.uk

Alternatively, you may contact the Early Years Team Lead, Sarah Campbell on 0151 511 6940 or by email at sarah.campbell@halton.gov.uk

We collect and hold information about you in order to comply with our legal obligations and to carry out tasks in the public interest.

Why do we need your information?

- To support quality improvement within the Early Year's sector;
- To support our statutory duty to ensure sufficient, sustainable early years and childcare places;
- To provide information, advice and assistance to parents and prospective parents;
- To provide information, advice and training to childcare providers;
- To provide appropriate funding for our early years settings, including all FEYE, EYPP and DAF and SENIF;
- To inform the provision of appropriate & or target support from the Early Year's team;
- To provide information, on request, to the Department for Education (DfE), enabling them to:-
 - produce statistics;
 - assess our performance; and
 - provide funding to the Local Authority for the free entitlement, EYPP and DAF, capital funding;
 - support delivery for wrap around and childcare expansion
- To safeguard children.

What information do we collect?

- The names and contact details of all our Early Years settings, including Childminders. We also collect information about charges, average hourly rates of pay and opening hours;
- Financial information/bank details of all our Early Years settings, including Childminders, to enable us to make appropriate FEYE payments for all Early years childcare entitlements, EYPP and DAF, SENIF & other DfE funding;
- Staff details, such as names, qualifications and training attended, recruitment;
- Children's details, including:-
 - name, address, post code, -date of birth;
 - gender, country of birth, ethnicity, EAL; -
 - SEND, medical information & support needs;
 - setting/s attended;
 - information regarding children's attendance;
 - total funded and non-funded hours claimed, and information regarding FEYE entitlements, EYPP and/or DAF;

- information regarding individual children's learning and development, using a range of assessment tools and support visits.
- involvement of other professionals, including social care, copies of DLA letters and adoption certificates, where applicable;
- Parent's details, such as full name, address, date of birth, National Insurance number, economic status, medical information and 30/15 hour code, if applicable;
- Notes of visit forms (which may contain staff names)& any audits.

How do we use your information?

We use the information you provide to:

- Fund all early years free early education places, EYPP and DAF;
- Determine eligibility for quality supplements;
- Produce the annual CSR review;
- Ensure children are receiving their full entitlement and that providers are delivering in accordance with Government guidance;
- Identify training needs for the Early Years sector;
- Development screening tools are used to track, analysis development of children, identify need, provide appropriate support, establish trends, and inform strategies in improving our early years development for children within Halton.
- 'Ready for Reception' data is collected four times a year and provides a mechanism for tracking children's progress in Communication and Language, Physical Development, Personal, Social and Emotional Development, Literacy and Mathematics. It is used in order to determine whether or not children are on track to achieve a 'Good level of Development (GLD)' at the end of Reception;
- Compare different cohorts of children and identify trends in data around specific areas of learning;
- To identify future provision and predict needs;
- Support DfE & Government initiatives
- To ensure children are safeguarded.

What legal basis allows you to use my information?

Childcare Act 2006 and subsequent amendments.

Do you have to provide this information and what will happen if you don't?

We are required to collect certain sets of information to comply with our statutory duties in line with legislation. For data that relies on individuals' consent, if we are not able to collect the data we will not be able to:-

- Support quality improvement within the Early Year's sector;
- Provide information, advice and assistance to parents and prospective parents;
- Provide information, advice and training to childcare providers.

Who we share your personal information with:

We share your personal information with the following:

- Teams within Halton Borough Council working to improve outcomes for children and young people;
- Commissioned providers of local authority services, such as Specialist Teaching Advisory Services (STAS), Speech and Language Therapy Services;
- LADO;
- Halton Safeguarding Partnership;
- Government departments including the Department for Education;
- Ofsted;
- Other Local Authorities when appropriate e.g. when carrying out cross border checks;

- Assessment data will be collected directly by Halton Borough Council and may be shared with the relevant early years settings.
- We will share personal information with law enforcement or other authorities if required by applicable law to do so.

Source of Data

The data referred to above is provided to Halton Borough Council from:

- Early Years Providers, such as, Pre-Schools, Day Nurseries, Childminders, Out of School Clubs, Maintained Nursery Schools and Classes;
- Teams within Halton Borough Council working to improve outcomes for children and young people;
- Commissioned providers of local authority services, such as STAS, Speech and Language Therapy Services;
- LADO;
- Halton Safeguarding Partnership;
- Government departments including the Department for Education;
- Ofsted;
- Other Local Authorities when appropriate e.g. when carrying out cross border checks;
- Family Hubs
- Parents/children

Data Retention

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any future legal, accounting, or reporting arrangements.

We must continue to retain necessary information in accordance with our corporate records and retention policy to fulfil legal, statutory and regulatory requirements.

How will my information be stored?

We have appropriate measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach where we are legally required to do so.

Halton Borough Council is working towards a paper-free system and so most of the information we hold is stored electronically and securely on Halton Borough Council's network. However, where information is paper based, these records are kept in accordance with our Data Retention policy.

Please note that all the decisions we make about you involve human intervention and any information we collect is not transferred abroad.

Your rights

Under the General Data Protection Regulation, 2018, you have rights which allow you to:

- Know what we are doing with your information and why we are doing it;
- Ask us to correct any mistakes in the information we hold about you if it is inaccurate or incomplete;
- Object to direct marketing.

Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you;
- Have your information transferred electronically to yourself or another organisation;

- Object to decisions being made that significantly affect you;
- Object to how your information is used;
- Stop us using your information in certain ways.

In addition to the above you have legal rights in relation to your personal information. You have a right to be informed about how and why your personal information is being processed. This notice fulfils that obligation.

You also have the right to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access. To request a copy of your data or ask questions about how it is used, download a copy of our form from the following email address:-

<https://www4.halton.gov.uk/Pages/councildemocracy/Data-Protection.aspx>

Once completed, send the form to:-

Information Governance Service
Halton Borough Council Service Improvement Division
Municipal Building
Widnes WA8 7QF
Or e-mail: informationgovernanceservice@halton.gov.uk

We will always seek to comply with your request, however, we may be required to hold or use your information to comply with legal duties. Your request may also delay or prevent us delivering a service to you.

Who to complain to if you are unhappy about how your data is being used

You can complain directly to the Council's Data Protection Officer by writing to:

The Data Protection Officer
Information Governance Service
Halton Borough Council
Municipal Building
Widnes
WA8 7QF

You also have the right to complain to the Information Commissioner's Office using the following details:

The Information Commissioner's Office
Wycliffe House Water Lane
Wilmslow Cheshire
SK9 5AF
Telephone: 08456 30 60 60 or 01625 54 57 45
Website: www.ico.org.uk

This Privacy Notice was last updated in December 25