

# Privacy Notice

This document describes how and why we collect, store, protect, process and share the data you give to us. We collect personal data to help us to provide childcare for parents and children in our area, and also to meet our legal obligations to provide data to the Department for Education.

Date of Issue: 30 April 2018

Update History:

30 April 2018	First issue of a new Privacy Notice

Directorate: Communities  
Service: Education  
Team: Early Years

## About the Organisation

West Berkshire Council is the Data Controller. This means it is ultimately responsible for the data it holds about you.

Contact Address:

West Berkshire Council  
Market Street  
Newbury  
Berkshire  
RG14 5LD

ICO Registration Number: **Z6825178**  
<https://ico.org.uk/ESDWebPages/Entry/Z6825178>

## The Data Protection Officer

The Data Protection Officer for West Berkshire Council is:

**James Gore AMBCS BA**

Contact details can be found here: <http://info.westberks.gov.uk/dpofficer>

## What data will we collect about you?

We collect information about you and your children when you complete a Parent Declaration Form or apply for Early Years Free Entitlement Funding via the Citizen Portal . This includes:

- Child's Legal Forename & Family Name
- Name by which child is known
- Date of Birth
- Ethnicity \* (see note below)
- Gender
- Full Address
- Documentary proof of DOB e.g Birth Certificate, Passport
- 30 hours eligibility code
- Other Early Years providers the child attends, along with the number of hours they spend there
- If registering to claim Early Years Pupil Premium and Two Year Old Funding:
  - Parent/carer First and Last name
  - Parent/carer Date of Birth
  - Parent/carer National Insurance Number
  - Or Parent/carer National Asylum Support Service Number
- If registering to claim Disability Access Funding:
  - Provide proof of receipt of Disability Living Allowance

## What will we use your data for?

We will use the data we collect from you to work out whether you are eligible for free entitlement childcare funding, according to rules laid out by the government.

Types of funding include:

- Two Year Old Funding,
- 3 & 4 Year Old Universal Funding,
- 3 & 4 Year Old Extended Funding,
- Early Years Pupil Premium Funding,
- Disability Access Funding.

We will also use your child/ren's data in the annual "Early Years Census" return to the Department for Education.

You can find out more about the Early Years Census and how the Department for Education collects and shares data here:

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

Ethnicity is considered "Special Category" data under the GDPR, but you do not have to provide this to a school if you do not wish to. In the event you have provided this, it will form part of the data that the council provides to the government.

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## **Who will see your data?**

Your data will be seen by authorized West Berkshire Early Years Service Officers. Your data will also be shared with the Department for Education when we provide data as part of our obligation to participate in the Early Years Census.

## **Why are we doing this?**

In order to assess your eligibility for free childcare funding, the Council needs to collect information from you about you and your child/ren.

We are legally processing your data under the requirements of the Childcare Act 2006 and the Childcare Act 2016. The Council has a legal obligation to process this data in order to provide childcare to residents, and also to meet its obligation to return data to the Department of Education in the annual Early Years Census.

Applying for childcare is optional – you do not have to do so, but equally if you do wish to apply but refuse to provide the required data, this will affect your application.

There's more on your rights below (see "Your Rights").

## **How long will your data will be kept?**

Your data will not be kept any longer than necessary. You can check how long the organisation will keep each type of data against West Berkshire Council's retention schedule ([www.westberks.gov.uk/retention](http://www.westberks.gov.uk/retention) ).

## **How is your data stored and processed?**

Your data will be held on the Council's database designed for Early Years and Pupil Data and will be protected using up-to-date technical and organisational security measures.

## **Transfer overseas**

Your data will not be stored or sent outside of the UK.

## **Your rights**

You have a number of rights when it comes to the data we hold about you. These are detailed on our request form ([www.westberks.gov.uk/dprequest](http://www.westberks.gov.uk/dprequest) ) that also allows you to make a request for us to take action about something.

## **Complaints**

If you've already told us we need to do something, but we haven't responded in a way you're satisfied with, you can complain to the Information Commissioner's Office (the ICO). It's easiest to do this online via the ICO website (<https://ico.org.uk/concerns/handling/> ), but you can also do so in writing to:

The Information Commissioner's Office  
Wycliffe House  
Water Lane

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Wilmslow  
Cheshire  
SK9 5AF

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