Privacy Notice Bristol City Council

Free Early Education Entitlement

Bristol City Council is the data controller for the purposes of the Data Protection Act 2018 and other regulations including the UK General Data Protection Regulation (UK GDPR), which means it determines what your personal data is used for and why it is collected.

The purpose of this privacy notice is to tell you about how we collect and use personal data in connection with our service. We may update this privacy notice from time to time. When we do this, we will communicate any changes to you and publish the revised privacy notice on our website.

Our main address is City Hall, College Green, Bristol, BS1 5TR and our contact details can be found on Bristol City Website

What data we need to collect and use?

To provide this service, we will collect and use some or all of the personal information below:

Parent / Guardian

- First Name and Surname of parent/guardian
- Date of Birth of parent/guardian
- Full Address
- National Insurance Number or National Asylum Support Service Number of parent/guardian
- Contact Number
- Email address
- Consent to apply for Early Years Pupil Premium (if applicable), which involves an income check with the Department for Work and Pension / HMRC.

Child

- Legal First Name and Surname of child
- Date of Birth of child
- Full Address
- Gender
- Special Educational Needs and or Disability status
- Ethnicity
- Language
- Nationality
- Country of Birth
- Documentary proof of date of birth
- Number of Universal Hours attended
- Number of Additional (paid) Hours attended

- Number of Extended Hours attended (if applicable)
- 30 Hour code (if applicable)
- Eligibility for Disability Access Fund (if applicable)
- Proof of Disability Living Allowance (if applicable)
- Basis for Funding of Eligible 2 year old place (if applicable)
- Social Involvement (if applicable)
- Child Protection Plan (if applicable)
- Looked After Status (if applicable)
- Contact details of the child's social worker (if applicable)

How do we use your personal information?

We use this information for one or more of the following reasons:

1) To process claims for Free Early Education Entitlement hours for your child in order to pay your child's Early Years Provider.

2) To determine eligibility for Eligible 2 year old places, Extended Hours (30 hours), Early Years Pupil Premium, Disability Access Funding and Early Years SEN Panel Funding (also known as Early Years SEN Inclusion Funding)

Who else might we share your personal information with?

Sometimes we may need to share your information, but we will only do so where we have a valid legal basis to share data. We will only share the minimum information for each circumstance. We may share some of your personal information with one or more of the following:

Your data will be shared with partner agencies and internal teams/departments involved in the provision and improvement of childcare services in Bristol e.g. to provide information for the Early Years SEN Panel, as well as to comply with statistical return requirements for national/central government e.g. the Early Years Census - For further information about how the Department for Education shares personal data, please see https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data

Information is shared to enable all agencies who are supporting children and their families to work together to provide services to best meet the needs of families.

Some of the information you have given may be shared via the secure Connecting Care portal. To find out more about Connecting Care, how it works and what are your rights, visit https://bnssgccg.nhs.uk/about-us/how-we-use-your-information/connecting-care

Will my personal data be sent outside the UK?

No personal information is routinely sent or held outside the UK. Should the transfer of personal information outside the UK become necessary, it will only take place if permitted by law, and then only where there are appropriate safeguards in place to protect the data.

What is the legal basis for our use of your personal information?

The information below shows the legal bases we are relying on to use your personal or special category (sensitive) personal information.

You can see a list of the full legal bases we may rely on by looking at our main privacy notice. [Lawful basis guidance on the Source]

Personal information

Our legal bases for using your personal information are that processing is necessary for compliance with a legal obligation to which Bristol City Council is subject:

The Childcare Act 2006
The Local Authority (Duty to Secure Early Years Provision Free of Charge) Regulations 2014 (S.I. 2014/2147) are made under section 7 of the Childcare Act 2006. They identify children who should benefit from free early years provision, the type and amount of free early years provision and how local authorities should discharge their duty to secure free early years provision. These 2014 regulations were amended in February 2018 by The Local Authority (Duty to Secure Early Years Provision Free of Charge) (Amendment) Regulations 2018 (S.I. 2018/146). Amendments have been made to include an income threshold for parents entitled to Universal Credit (as part of the economic criteria for eligibility – see further below), and the non-economic criteria to detail that children who are looked after by a local authority in Wales can also take up a place in England. These regulations came into force on 1st April 2018.

The Childcare Act 2016
Parts 1, 2 and 3 of the Childcare (Early Years Provision Free of Charge) (Extended Entitlement) Regulations 2016 came into force on 9th January 2017. The regulations include the eligibility criteria for free early years provision (regulations 3 to 8). Part 4 of

the regulations came into force on 1st September 2017. Part 4 of the regulations set out that local authorities must secure the early years provision free of charge, the type and amount of free childcare and how local authorities should discharge their duty to secure free childcare.

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Bristol City Council.

Special Category Data

Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent

Processing is necessary for reasons of substantial public interest, on the basis of domestic law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject domestic law;

How long we will keep your personal information?

We will hold this information for as long as it is needed, or if we are required to do so by law. In practice this means that your personal information may be retained for the relevant period listed below:

- We will hold this information for 6 Years from the date of the last claim for funding. We have a Retention Schedule which lists all the categories of data we keep and when it must be deleted by.

After this, your personal information will be deleted.

Your rights as a data subject

The law gives you a number of rights to control what and how personal information is used by us, including the right to access a copy of your personal information and withdraw your consent when we rely on your permission to use your personal data.

Full details about your rights can be found in our main privacy notice. If you are unable to access our digital Privacy Notice, please contact Citizens Services whom will be able to send a hard copy.

To update or correct your information if it is inaccurate please contact Citizens Services.

To access a copy of your personal information, more details and how to make a request can be found on the data protection subject access requests page on the council website.

You can exercise any of these rights, ask questions about how we use your personal data or complain by contacting us at data.protection@bristol.gov.uk or by writing to our data protection officer at:

Data Protection Officer
Information Governance
Bristol City Council
City Hall
College Green
Bristol
BS1 5TR

If you think we have dealt with your information inappropriately or unlawfully, you have the right to complain to the ICO at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Website: https://ico.org.uk/

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