

Early Years Funding Claims privacy notice

Who will own my data once I submit it?

Cheshire West and Chester Council.

Why do you need my information?

When you wish to claim a funded early years place or type of early years funding with a childcare provider, we need to ensure the child is eligible for the type of funding you are claiming. This is so we can make sure the level of claim is right and make the correct payment to the childcare provider.

The type of information we collect includes:

Information about the child:

- The child's name, date of birth and address
- Details of the child's characteristics (such as gender, ethnicity and special educational needs)

We use this information to:

- Support children with special educational needs to access their funded place
- Monitor impact of early years places on school readiness of children
- Populate the annual early year's census for the Department for Education to determine the level of appropriate funding.

Information about you:

- Your name, contact details and date of birth
- We also require:
 - national insurance number
 - 30 hour code (the 11 digit code given upon completion of an eligible application for a 30 hour funded place)
 - details of benefits
 - other financial information

We use this information to:

- check eligibility for different types of funding (eligibility for 2 year old places for example are based on income of the family)
- pre warn parents of the school application process and deadlines

Information about the Childcare Provider:

- Such as address, contact and bank details
- information relating to funding claims (such as weekly hours claimed and weeks being claimed that claim period)

We use this information to:

- process and pay childcare providers for funded places for eligible children

- monitor take up of funded places and available childcare to ensure there is sufficient childcare places
- evaluate and improve our policies on early years funding

What allows you to use my information?

We collect and process information about early years funded places as part of our statutory duties as a public authority under the Early Education and Childcare, Statutory Guidance for Local Authorities 2017.

The legislation, policies and guidance that relates to early years funded places in England includes but is not limited to:

- Childcare Act 2006
- Childcare Act 2016
- Local Authority, (Duty to Secure Early Years Provision Free of Charge) Regulations 2014
- The Childcare (Early Years Provision Free of Charge) (Extended Entitlement) Regulations 2016
- School admissions code 2014
- Statutory framework for the early years foundation stage 2014

Who will my information be shared with?

We do not share information about your early years funding claim without consent unless legislation or guidance policies require us to do so.

We are required to provide your information to the following in order to process your claim and to comply with our legal responsibilities:

- We are required to provide information to the Department for Education as part of their annual early years census data return and this includes your child's personal information and characteristics as well as the childcare provider information. The information identifies your child so that the Department for Education can check for over claims where children are claiming in more than one local authority area.
- Information is passed to our Early Years Funding Team to enable them to process the claim for your place and pay your childcare provider the correct amount of funding.
- Additionally, we provide a copy of your data to Open Objects, the contracted provider of the early years secure database webportal (where all funding claims are recorded by childcare providers and where eligibility checks can be carried out).
- We pass the School Admissions Team receive your child's name, date of birth and address (when they are 4 years of age), to help them ensure all children of school age apply for and receive a school place as covered by the School Admissions Code 2014.
- The Council's Insight and Intelligence Team receive your child's name, date of birth and address, as well as the name of the childcare provider they are attending to evaluate the

impact of early years funded places on the early years foundation stage results of children when starting school (a measure of school readiness) as laid out in Statutory framework for the early years foundation stage 2014.

- Information is provided to other Local Authorities, under the Early Education and Childcare, Statutory Guidance for Local Authorities 2017, only if you live or have recently lived outside of Cheshire West and Chester Borough so we can check for over claims caused by parents claiming in two local authority areas at once.
- We tell Cheshire and Wirral Partnership NHS Trust who operate the starting well service (helping eligible two years olds access their funded places) through our children centres, so that they can register your child with their service.

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

Whilst the majority of early years funding information you provide to us is required to check your eligibility and process the funding claim, and some of it you provide dependent on the application you are making.

If you wish to receive Disability Access Funding for your child you need to disclose and provide evidence to your childcare provider that your child receives Disability Living Allowance. You do not have to claim this funding but if you want to claim it you are required by the Early Education and Childcare, Statutory Guidance for Local Authorities 2017 to provide this information to your childcare provider and agree to them informing us.

If you wish to receive inclusion funding (because your child has special educational needs) you need to provide information on your child's additional needs to the childcare provider as part of the application process. You do not have to claim this funding but if you want to claim it you are required by the Early Education and Childcare, Statutory Guidance for Local Authorities 2017 to provide this information to your childcare provider and agree to them informing us.

How long will you keep this data for and why?

We will keep this information for 6 years plus the current financial year. We are required to keep claim information for this amount of time to allow us to carry out financial audits of funding claims to ensure no fraudulent claims are being made.

How will my information be stored?

Your information will be stored on secure electronic data systems held by Cheshire West and Chester and Open Objects the contracted provider of the early years funding system.

Will This Information Be Used To Take Automated Decisions About Me?

No

Will My Data Be Transferred Abroad and Why?

No

What Rights Do I Have When It Comes To My Data?

Under data protection legislation you have the right to request access to the information that we hold about you.

To request a copy of your data or ask questions about how it is used, please read the Data Protection and Your Rights page on this website by following the link to the page below and then submit your request by following your preferred method of contact in the 'How do I ask for my personal information' section.

Under data protection legislation, you may also have the right to.

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- have inaccurate personal data rectified, blocked, erased or destroyed
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means

When making a request in relation to any of your other rights please read the 'Your other Individual rights request' on the Data Protection and Your Rights page below.

- Data protection and your rights

Who Can I Complain To If I Am Unhappy About How My Data Is Used?

You can complain directly to the Council You can complain directly to the Council's Data Protection team by email or post.

- Email: dpo@cheshirewestandchester.gov.uk
- By post: Data Protection Officer, 4 Civic Way, Ellesmere Port, CH65 0BE

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

- Information Commissioner's Office (ICO) website
- By post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
- Telephone: 08456 30 60 60

Privacy Notice last updated:

7/6/18