

SERVICE PRIVACY NOTICE TEMPLATE

Early Childhood Services

Privacy Notice

November 2018

The Privacy Statement below explains how we use information about you and how we protect your privacy which enables us to deliver our services which include: administering funding for children to access their childcare entitlements; ensuring that there is sufficient childcare provision to meet demands; enabling children to learn, develop and be ready for school, and providing support for families with young children. We also hold data about individuals working for the service. This notice applies to the information we collect about:

- Early Years providers who access our Early Years and Schools portals.
- Early Years Providers who provide funded childcare places.
- Job applicants and our current and former employees.
- Organisations that sign up to our email mailing lists.
- Organisations that tender for services and activities commissioned by Early Childhood Services.
- Parents and carers who apply for funded childcare.
- People who are referred to us by other persons, agencies, organisations.
- People who contact us with an enquiry or complaint.
- People who participate in publicity for the County Council.
- People who register for and use our services including Children's Centre Services.
- Visitors to our website and the Notts Help Yourself website.

What personal data do we use?

Personal data means any data which can be used to identify an individual (such as name and address) and any information that relates to that individual from which they can be identified (for instance, details of the services provided to a particular individual). The following types of personal data may be used:

- Name and Contact Details
- Age
- Date of Birth
- Gender
- Sexual Orientation
- Employment status
- Images

- NI number
- NHS number
- Other ID numbers
- Postal address
- Email address
- Employment and education information
- Licences and permits held
- Parent/carer details
- Emergency contacts
- Childcare Provider details
- Personal or professional opinions about an individual
- Family details
- Student and pupil records
- Housing needs
- Lifestyle and social circumstances

What types of special category personal data do we need from you?

- Physical and mental health details
- Religious, philosophical or other beliefs of a similar nature
- Sexual Orientation
- Racial or ethnic origin

We also process data about criminal convictions, criminal offences or related security measures.

Why do we use your data?

- For service delivery including:
 - Support children's teaching and learning;
 - Monitor and report progress of children;
 - Give the best possible service to children and families;
 - Safeguard Children and Young People from harm;
 - Ensure that children and families are supported effectively.
- For service planning, procurement and improvement including:
 - Assess how well early years providers are performing.
 - Assess how well the services we commission are performing.
 - Assess how well Nottinghamshire is performing in relation to targets and service delivery.
 - Assess and evaluate tender submissions from organisations who bid for work commissioned by our service.
 - To understand where there are gaps in service provision.

What legal reasons allow us to use your data in this way?

Our legal basis for processing your personal data is that it is necessary to perform our public tasks as a local authority.

Our legal statutory duties to protect children from harm, ensure sufficient high quality childcare provision, to ensure that there are sufficient Children's Centre Services and provision of an effective Families Information Service.

Our legal basis for processing data about criminal convictions, criminal offences is that it is necessary to ensure that our staff and contractors meet the necessary safeguarding standards.

How do we keep your information secure?

We will take appropriate steps to make sure we hold records about you in a secure way, including:

- All employees who have access to your personal data or are associated with the handling of that data are obliged to respect the confidentiality of your personal data.
- Putting in place procedures and technologies to maintain the security of all personal data from the point of collection to the point of destruction.

What will happen if you do not provide or we cannot obtain the data needed?

- We could not deliver the services and service improvements required.
- A child may not receive funded services and the pupil benefits they are entitled to.

Who may we share your data with or receive it from?

- NHS agencies (GPs, Hospitals, Community Healthcare Trusts)
- Health organisations
- Department for Education
- Welfare organisations
- Voluntary and charitable organisations
- Care Providers
- Service Providers
- Schools & Academies
- Early Years providers
- Education providers
- Government organisations
- The Police
- Family Members
- Parents and Carers
- Consultants
- Regulators
- The Disclosure and Barring Service

- Religious organisations

It is also important to note that the Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our children and young people with the Department for Education (DfE) for the purpose of those data collections which include the early years census and school census.

Appendix A

Who will be using your data?

Nottinghamshire County Council will process your data and we may also contract third parties to process your data on our behalf

May personal data be transferred overseas?

The Council may for operational purposes transfer personal data overseas. In these cases, we will ensure that your personal data is protected and there are safeguards for the protection of your rights. Please refer to the County Council's privacy statement for further details.

Does the service make decisions using fully automated processes?

No.

How long is your data kept for?

This information is held in accordance with the Council's retention schedule – see [here](#).

What rights do you have over this use of your data?

- To be informed about how we use your data
- To access a copy of your data that we process
- To have us rectify or correct your data that we process
- To restrict our processing of your personal data
- To object to the use of your data
- To have your personal data erased
- To request that we transfer your information to you or another organisation
- To object to fully automated decision making
- To withdraw your consent (if it the legal reason why we use your data).

Some of these rights are subject to exceptions. Please refer to the County Council's privacy statement part 10 for further details.

Contact the Data Protection Officer:

If you have any concerns about how the Council is using your data you can contact the Council's Data Protection Officer by writing to:

Data Protection Officer
Nottinghamshire County Council
County Hall
West Bridgford
Nottingham
NG2 7QP

Or email: DPO@nottscc.gov.uk

Please see the County Council's privacy statement for further information:
<http://www.nottinghamshire.gov.uk/global-content/privacy>

Contact details of the Information Commissioner's Office:

If you are unhappy with how your data has been processed by the Council or you feel your data protection rights have been breached you have the right to complain to the Information Commissioner's Office at

Wycliffe House
Water Ln
Wilmslow
SK9 5AF

or via www.ico.org.uk