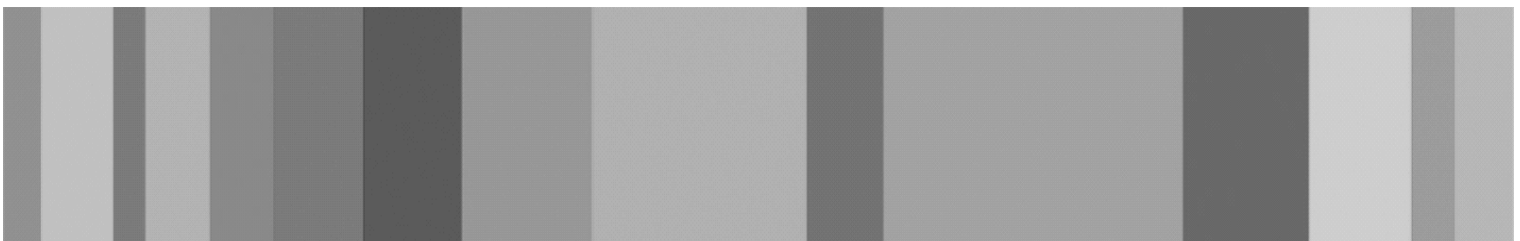


## **Privacy Notice for Early Education Funding**

Reviewed Nov 2021  
V1.0



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## **1. Early Education Funding**

- 1.1 Our core data protection obligations and commitments are set out in the council's primary privacy notice at [www.bolton.gov.uk](http://www.bolton.gov.uk)
- 1.2 This notice provides additional privacy information for:
- Members of the public who apply for / access early education funding
  - Bolton based early education providers registered with Ofsted, health visitors and council staff
- 1.3 It describes how we collect, use and share personal information about you, or families that you support:
- In relation to funded early education programmes 2, 3 and 4 year old's.
  - The types of personal information we need to process, including information the law describes as 'special' because of its sensitivity.
- 1.4 It is important that you read this notice, together with any other privacy information we may provide on specific occasions when we are collecting or processing personal information, so that you are aware of how and why we are using such information.
- 1.5 The information collected and held will vary dependent on the early education programme being accessed.

## **2. Purposes**

We collect your personal information for the following purposes:

- to confirm eligibility of children for access to funded early years places.
- calculate the amount of funding to be paid to the provider, including any addition funding to providers around Disability Access Fund and Early Years Pupil Premium
- verify early education funding claims to avoid duplicate payments for the same child In the case of over-claiming hours, we may need to share the names of the childcare settings that your child attends stating the amount of hours that are being claimed. This will only be shared with providers that your child is registered as attending.
- carry out financial audits of early years providers
- measure progress for funded children
- research and analysis which is then used to improve, plan and commission services and monitor volume of uptake
- completion of statutory returns for early years

## **3. Categories of personal data**

- 3.1 In order to carry out these purposes, we collect and obtain:

Personal information of the child as set out in the Early Years Funding Parent Agreement

- name
- date of birth
- address
- gender
- ethnicity

- number of entitlement hours they are accessing
- details of other provider/s the child attended including start date and end date

Personal information of the parent as set out in the Early Years Funding Parent Agreement

- name
- address
- date of birth
- contact details
- national insurance number, or evidence to demonstrate eligibility
- HMRC 30 hour eligibility code
- Eligibility for Early Years Pupil Premium
- Eligibility for Disability Access Fund

#### **4. Legal basis for processing**

4.1 The legal basis for processing your personal information is:

- Public task/official authority - the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law such as statutory duties

4.2 We have a statutory duty to carry out eligibility checks under the Childcare Act 2016. We also share data with the Department on a statutory basis, Section 99 of the Childcare Act 2006 and The Education (Provision of Information About Young Children) (England) Regulations 2009

4.3 We may share and receive personal information about you with the following types of organisations:

- Teams within Bolton Council
- Other local authorities
- Government agencies
- Early education providers
- Organisations involved in the safeguarding and support of children and families, where you, or your child are considered at risk

4.4 We may share information with the organisations listed above in order to provide a service to you or where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. We may also share information to safeguard public funds administered by the Authority.

#### **5. Automated Decisions**

All the decisions we make about you involve human intervention.

#### **6. Data retention / criteria**

6.1 We will only keep your personal information for as long as the law specifies or where the law does not specify this, for the length of time determined by our business requirements.

## 7. Rights of individuals

7.1 You have certain rights in relation to the council's use of your personal information.

To find out more about how these rights apply in particular circumstances, please refer to our [Guide to exercising your rights](#) or alternatively visit the Information Commissioner's web site at [www.ico.org.uk](http://www.ico.org.uk)

If you wish to exercise your rights or to raise a concern about the handling of your personal information by the council, please contact our Information Governance Team at [information.security@bolton.gov.uk](mailto:information.security@bolton.gov.uk).

If you are still unsatisfied you should contact **The Information Commissioner's Office** by post at the ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or by telephone: 0303 123 1113

## 8. Updates to Privacy Notice

8.1 We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details.