

Swindon Borough Council Early Years and Childcare Privacy Notice

Children, families and community health services

Introduction

You need to be aware of this privacy notice if you use an early years provider to claim Early Education Funding for 2, 3 and 4 year olds and enter into an agreement when signing the form 'Parental Declaration Form'.

What is a Privacy Notice?

A Privacy Notice is a statement issued by an organisation which explains how personal and confidential data about individuals is collected, used and shared.

Who is collecting and using your personal data?

Your early years provider collects information (your personal data) on behalf of Swindon Borough Council (the Data Controller) in the form 'Parental Declaration Form'.

Your personal data - what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of data is governed by the General Data Protection Regulation 2016/679 (the "GDPR").

Why do we need your personal information?

Primarily to fund your child's early education funded entitlement for 2, 3 and 4 year olds and where applicable check Early Years Pupil Premium eligibility, check 30 hour funding eligibility periodically and Disability Access Funding eligibility.

How the law allows us to use your personal information

There are a number of legal, legitimate or lawful reasons why we need to collect and use your personal information.

We collect and use personal information as:

- It is necessary to perform our statutory duties
- It is necessary to protect someone in an emergency
- It is required by law
- It is necessary to deliver the Early Education Services
- It is necessary for archiving, research, or statistical purposes.

Who do we share your information with?

Your personal data is used for further processing within the Early Years Provider/Local Authority (LA) systems.

We may share your information with the Department for Education, Department for Work and Pensions, neighbouring Local Authorities and Her Majesty's Revenue and Customs HMRC, but will only do so when it is necessary in order for the service to be provided.

We may also share personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences, but will not share personal information, or use it for this, or any other purpose, unless provided for by law.

How do we protect your information?

We will do what we can to make sure we hold records about you (on paper and electronically) in a secure way, and we will only make them available to those who have a right to see them.

Examples of our security include:

- Encryption, meaning that information is hidden so that it cannot be read without special knowledge (such as a password). This is done with a secret code, or what is called a 'cypher'. The hidden information is said to then be 'encrypted'.
- Pseudonymisation, meaning that we will use a different name so we can hide parts of your personal information from view. This means that someone outside of the Council could work on your information for us without ever knowing it was yours.
- Controlling access to systems and networks allows us to stop people who are not allowed to view your personal information from getting access to it.
- Training for our staff allows us to make them aware of how to handle information and how and when to report when something goes wrong.
- Regular testing of our technology and ways of working including keeping up to date on the latest security updates (commonly called patches).

How long do we keep your personal information?

We hold children and young person's data for set periods of time based on statutory requirements and the council's data retention policy.

What you can do with your information

Under the GDPR you have rights which you can exercise free of charge which allow you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you (Subject Access Request)
- Ask us to correct any mistakes in the information we hold about you
- Object to direct marketing
- Make a complaint to the Information Commissioners Office
- Withdraw consent (if applicable)

Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself or to another organisation
- Object to decisions being made that significantly affect you
- Object to how we are using your information
- Stop us using your information in certain ways

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your or your child's personal information, please contact DataProtection@Swindon.gov.uk Telephone: 01793 445500

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 (if you prefer to use a national rate number).
Alternatively, **visit:** ico.org.uk or **email:** casework@ico.org.uk.