

# PRIVACY NOTICE

## ***For parents of funded children in Early Years Settings***

*This includes all children in receipt of 2, 3 and 4 Year Old Funding and children who are in receipt of Inclusion Funding.*

### **Privacy Notice - Data Protection Act 1998**

Your child's early years setting is the Data Controller for the purposes of the Data Protection Act. The setting collects information from you, and may receive information about your child from a previous school or setting. The setting holds this personal data and uses it to:

- ensure that the early years setting receives appropriate funding;
- provide appropriate pastoral care;
- support your child's teaching and learning;
- monitor and report on your child's progress.

This information includes your child's contact details, characteristics such as ethnicity, special educational needs and any relevant medical information.

The law requires the setting to pass some information to the Local Authority and the Department for Education (DfE). The setting will not give information about your child to anyone else outside the setting without your consent. If you want to see a copy of any information held by the setting about you or your child, please contact them directly.

As well as information about your child, the setting may also securely transfer copies of your completed Parent Declaration Form/s and copies of your invoices/bills.

### **What the Local Authority does with data on children attending early years settings**

Worcestershire County Council holds this personal data and uses it to:

- ensure that the early years setting receives appropriate funding, including supplementary payments for children with Special Educational Needs and Early Years Pupil Premium;
- meet funding requirements for early years places in Worcestershire;
- ensure there are sufficient early years places in the Local Authority
- support your child's teaching and learning;
- assess how well the early years setting is doing;
- ensure that the setting is administering the funding/free entitlement appropriately;
- enable the Local Authority to carry out other specific functions for which it is responsible, such as school admissions and Children's Centres. This will include providing the receiving school (Reception) with information about your child's early years provision; to include the name of the setting, the level of funding received (Early Years Pupil Premium and Special Educational Needs) and any specialist agency involvement.

Your child's setting may also securely transfer information about you and your partner (if applicable) to:

- apply for Early Years Pupil Premium for your child to ensure that they are able to provide appropriate teaching and learning, facilities and resources to enhance the quality of your child's early years experience;
- apply for the Disability Access Fund as per your allocation;
- validate your 30 Hours Eligibility Code to allow your child to access their 'additional' entitlement.

Access to information is conducted on a strictly need to know basis. Information is held securely and confidentially. Information will be securely shared across the Local Authority and with Local Authority commissioned Partners. Information is retained in line with Worcestershire County Council's Document Retention Policy before being securely disposed of/deleted from electronic systems.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following website:

<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

If you are unable to access this websites, please contact the LA or DfE as follows:

Commercial and Change Team  
**Worcestershire County Council**

County Hall  
Spetchley Road  
Worcester  
WR5 2NP

Email: [miacfc@worcestershire.gov.uk](mailto:miacfc@worcestershire.gov.uk)

Public Communications Unit  
**Department for Education**

Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT

Email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288