

# Privacy Notice

## (Childminders, Prospective Childminders, and Home-based Childcarers)

Bristol City Council is the data controller for the purposes of the Data Protection Act 1998 and other regulations including the General Data Protection Regulation (Regulation (EU) 2016/679), which means it determines what your data is used for and why it is collected. The purpose of this privacy notice is to tell you about what information we collect about you when you use our service, how we use that information and who we may share it with.

The contact details of the data controller are

Sue Rogers, Service Director  
Education & Skills  
Bristol City Council  
P O Box 3176  
BRISTOL  
BS3 9FS  
[sue.rogers2@bristol.gov.uk](mailto:sue.rogers2@bristol.gov.uk)

What data we need to collect and the legal basis for processing it:

To provide this service, we will process your name, salutation, address, email, telephone number, parental status, ethnicity, whether you consider yourself disabled (but not necessarily details of the disability), education and professional training (relative to childcare only), financial details for purposes of receiving or making payments, details of childcare provision and availability (where applicable)

We are collecting this data because we are required to under  
Childcare Act 2006

Child Minding and Day Care (Disclosure Functions) (England) Regulations 2004 (SI 2004 no.3136) (for childcare registered under the Children Act 1989)

Childcare (Supply & Disclosure of Information) (England) Regulations 2007 (SI 2007 no.722)  
Children & Families Act 2014 (including the SEND Local offer)

We will also ask you to provide us with additional information on the childcare you provide (costs, availability, opening hours, schools runs) in order to improve the services we provide. This is not mandated, but will be processed in accordance with our obligations under the Childcare Act. This information can be removed upon request.

### How long we will keep your data for:

We will hold this information for a minimum of 2 years and up to 6 years, unless there is a requirement to hold the information for longer - we have a [Retention Schedule](#) which lists all the categories of data we keep and when it must be deleted by.

## **Why we need to collect your data:**

We will use this information to fulfil the duties placed on Local authorities (per the above listed Acts), namely the provision of comprehensive, accurate, up-to-date information on the availability of childcare for parents of children and young people in the Bristol area.

## **Who we share your data with and why:**

Where this data relates to the provision of your childcare service, and where consent has been given and/or relative to the duties placed on the local authority (see above), such data will be made available to the public – parents/carers looking for childcare. Your data will also be shared with partner agencies and internal teams/departments involved in the provision and improvement of childcare services in Bristol, as well as to comply with statistical return requirements for national/central government.

## **Where we have received your data from a third party:**

We receive all Ofsted registered childminder information for Bristol from Ofsted in accordance with [The Childcare \(Supply and Disclosure of Information\) \(England\) Regulations 2007](#), and in accordance with their associated [Privacy notice](#)

## **Your rights as a data subject:**

You have the right to ask for access to your data and where data is found to be inaccurate to have that data corrected. In certain circumstances you have the right to have data held about you erased, or the use of it restricted. You may be able to object to processing and may also have the right to have your data transferred to another data controller.

You also have a right of complaint to the Information Commissioner's Office (ICO) at [www.ico.org.uk](http://www.ico.org.uk) if you think we have not dealt with your information in a proper manner.

You can ask to see what information we hold about you and have access to it. You can do this by contacting:

Senior Data Protection Officer  
Bristol City Council  
ICT Commissioning and Information Governance  
P O Box 3176  
BRISTOL  
BS3 9FS  
[Data.protection@bristol.gov.uk](mailto:Data.protection@bristol.gov.uk)

Other questions about the data being processed may also be sent to the above address.

## **Fraud Prevention and Detection:**

Bristol City Council is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for auditing, administering public funds, or where undertaking a public function, in order to prevent and detect fraud. For more information visit [www.bristol.gov.uk/data-protection-foi/fraud-prevention-and-detection](http://www.bristol.gov.uk/data-protection-foi/fraud-prevention-and-detection).