

Privacy Notice

Free Early years Education Entitlement

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:

ICT Commissioning and Information Governance
Bristol City Council
P O Box 3176
BRISTOL
BS3 9FS
Data.protection@bristol.gov.uk

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

To provide the Free Early Education Entitlement, we will process your name, salutation, email, telephone number, date of birth, Your National Insurance Number or National Asylum Support Service Number, whether you are an Asylum Seeker, Refugee or Traveller, your relationship to child and whether you have parental responsibility. Where there is a second parent/carer, we may require the same information for them.

For your child/ren we may require the full legal surname (derived from family, clan or marital association) of the child, full given first name of the child, their date of birth, gender, country of birth, spoken language, their ethnicity, whether your child has any Special Educational Needs or Disability and if so, details of the disability, whether they are eligible for Disability Access Funding, their 30 Hours Code, the number of hours attended that are funded by the local authority, the number of hours attended that are un-funded by the local authority, your child's eligibility for Early Years Pupil Premium and the basis for the funding, your child's eligibility for Eligible 2-Year-Old funding and the basis for the funding and your child's current address and postal code. Where applicable, whether social care are involved with your child/ren and if so, whether your child/ren is subject to a child protection plan, in care, a child in need or has left care but can't return home as well as the name and contact details of your social worker.

We are collecting this data because we are required to under:

- [Section 99 of the Childcare Act 2006](#) and [The Education \(Provision of Information About Young Children\) \(England\) Regulations 2009](#).

How long we will keep your data for:

We will hold this information for 6 years from the date of the last claim for funding. 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 for the provision of the Free Early years Entitlement

Who we share your data with and why:

Your data will 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 eg: the Early Years Census - For further information about how the Department for Education shares personal data, please see <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

Information is shared to enable all agencies who are supporting children and their families to work together to provide services to best meet the needs of families.

Some of the information you have given may be shared via the secure Connecting Care portal. To find out more about Connecting Care, how it works and what are your rights, visit <https://bnssgccg.nhs.uk/about-us/how-we-use-your-information/connecting-care/>

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 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

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.

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