

Privacy Notice

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

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

To provide this service, we will process your Bristol Standard submission paperwork and evidence. We are collecting this data because it is necessary to enable us to carry out the Bristol Standard validation process as part of our Early Years' Quality improvement strategy.

The data we collect is the evidence you provide and may include the following anonymised items:

Names of practitioners and qualifications

Practitioners continuing professional development records

Key person records

Observation, Planning and Assessment records

Examples of Individual Education Plans or Education and Health Care Plans

Examples of children's mark-making, artwork and child's voice comments

Parent's comments

Cohort tracking data

Visit notes from professionals

Photographs of practitioners and children engaged in learning

For our central data records we keep a spreadsheet with numbers of submissions at validation, Ofsted judgements and names of validation officers.

The Bristol Standard Quality Improvement Framework

How long we will keep your data for:

We will hold this information on our secure site archive for up to five years or until you have completed a full cycle of The Bristol Standard. The period of time that we will hold this data for will depend on when you have completed a full cycle of The Bristol Standard. After this, your information will be deleted from the site. Paper submissions will be kept in a secure locked cupboard for the same period of time after which they will be disposed of through Bristol City Council's secure confidential waste disposal service.

Why we need to collect your data:

We will use this information for Bristol Standard validation purposes and to inform the development of Bristol's Quality Improvement strategy.

Who we share your data with:

This data will be shared with Bristol Standard mentors and validators on validation day (this includes Bristol City Council Early Years employees, Bristol City Council casual Bristol Standard workers, Bristol City Council Public Health team members, Bristol Standard officers from other local authorities, teachers, PVI managers or practitioners, children's centre teachers, playworkers, childminders).

A spreadsheet is compiled at validation and is used for analysis of numbers of settings and impact of engaging with the Bristol Standard. This may be shared with the wider early year's team, Bristol City Council strategic officers, teaching schools and the other local authority officers in the Bristol Standard Family.

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

The Bristol Standard Quality Improvement Framework

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.