



Privacy Notice

Early Years Portage and Inclusion Service

Bristol City Council is the data controller for the purposes of the Data Protection Act 2018 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.

Our main address is City Hall, College Green, Bristol, BS1 5TR and our contact details can be found at <https://bristol.gov.uk>.

Why we need to collect your data:

We will use this information for completing and reviewing educational progress over time and for planning the delivery of our service.

We will use this information to fulfil the duties placed on local authorities namely for the provision and monitoring of support and services for families with young children, and planning future services and support, in your local area, and to ensure that you are aware, and available, to attend appropriate family support services.

What data we need to collect:

The Early Years Portage and Inclusion Team and Childminder SENCo provide support to families and early years practitioners for children from birth to 5 years, who are disabled and/or have special educational needs.

The team offer:

- advice and guidance to all providers of early education and childcare
- a home visiting service using the Portage model. This is available to children and families via a referral process

For Early Years Practitioners and Early Years Settings, this support includes:

- providing appropriate support and interventions for individual children's needs
- developing strategies and targets for children's planning documents
- monitoring and reviewing children's rates of progress
- awareness of special educational needs processes and procedures.

The Portage Home Visiting Service covers:

- helping families and children learn together



- providing strategies and targets to support children's development
- providing ideas for play/teaching activities to support parents/carers in stimulating their child's development
- supporting parents/carers in developing their knowledge regarding special educational needs processes and procedures.

To provide this service, we will collect the name of your child and your name as primary carer. We will also collect a date of birth, address and information relating to your child's development and wellbeing such as information about their home and family environment, summary of progress, strengths and areas of need.

Where we have received your data from a third party:

We typically receive data from your child's setting or other professionals that work with you such as a doctor or speech therapist or we may have received information from the Bristol City Council SEN Team. Early Years Settings may share this data with us under the Special Educational Needs and Disability Code of Practice: 0 to 25 years which they will send and we receive this information in a secure email. This information is saved in a restricted access folder in the BCC IT system.

We are collecting this data because we have a duty to under the *Special Educational Needs and Disability Code of Practice: 0 to 25 years* statutory guidance for organisations, which work with, and support children and young people who have special educational needs.

What is the legal basis for our use of your personal information?

The information below shows the legal bases we are relying on to use your personal or special category (sensitive) personal information. You can see a list of the full legal bases we may rely on by looking at our [full privacy notice](#) on Bristol City Council's website.

Personal information

Our legal basis for using your personal information is to meet our Legal Obligations UK GDPR 6(1)(c). We have a duty under the Special Educational Needs and Disability Code of Practice: 0-25 statutory guidance for organisations, which work with, and support, children and young people who have special educational needs.

Special category (sensitive) personal information

Our additional legal basis for using your special category information is the delivery of health and social care services UK GDPR 9(2)(h).

How long we will keep your data for:

We are required by law to hold this information until the young person is 25 years of age. After this, your child's information will be deleted.

Who we share your data with and why:



This data will be shared with your child's early years setting (Nursery School, Nursery Class, Children's Centre, Private Day Nursery, Voluntary Play Group or Pre-School, Childminder) and with other people who work with you and the local authority SEN team where you live. For example, when an education, health and care assessment has been requested or when other professionals who are already working with you, request information to support their work with you.

Will my personal data be sent outside the UK?

The service uses Zoom under strict internal guidelines for video conferencing involving personal data. Data processed via Zoom is processed within the USA and safeguarded by the EU-US Privacy Shield Framework that enables the safe transfer of data under EU law. Visit their website to read the [ZOOM Privacy Policy](#).

No other personal information is routinely sent or held outside the UK. Should the transfer of personal information outside the UK become necessary, it will only take place if permitted by law, and then only where there are appropriate safeguards in place to protect the data.

Your rights as a data subject:

The law gives you a number of rights to control what and how personal information is used by us, including the right to access a copy of your personal information and withdraw your consent when we rely on your permission to use your personal data. Full details about your rights can be found in our main privacy notice on the Bristol City Council website.

You can exercise any of these rights, ask questions about how we use your personal data or complain by contacting us through this webform, at data.protection@bristol.gov.uk or by writing to our data protection officer at:

Data Protection Officer
Information Governance
Bristol City Council
City Hall
College Green
Bristol

BS1 5TR

If you think we have dealt with your information inappropriately or unlawfully, you have the right to complain to the ICO at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Website: <https://ico.org.uk/>



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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 .