



Northumberland County Council

Northumberland Schools Readiness Passport

How we handle your information

This Privacy Notice is designed to help you understand how we will handle your personal information. It will outline why we ask for your personal information, detail the information we hold, how it is used, shared and how long it is kept for. It will also detail how you can exercise your rights.

Why do we ask for your personal information?

The School Readiness Passport is primarily a transition document. It will be used to gather information about key events in a child's early life. This information will be gathered from the child's parents/carers and we do not access or use this data in any way other than as required to enable developmental progress tracking of young children and promote clear transitions between early years settings.

What information do we hold?

The School Readiness Passport feeds information from The Northumberland County Council Wizard system. This system contains information about children attending any school, setting or childminder as part of their funded entitlement, to ensure providers are paid accurately. This includes all children who access 2 year old 15 hours funded entitlement, and all 3 and 4 years old accessing either 15 or 30 hours funded entitlement. Parents give consent for this information to be shared with the Local Authority when they sign a parent declaration to access early years funding at their chosen provision.

We will only process the minimum personal information and special category (sensitive) information required to update the Schools Readiness Passport.

The personal information we process includes:

- your child's name, gender, date of birth
- unique identifier,
- eligibility information for Early Years Pupil Premium
- care providers attended along with how many hours
- certain indicators of Special Needs, if applicable.
- development progress information for your child
- summary information entered by teachers describing developmental progress of your child,

We do not intend to capture special category (sensitive) personal data but on some occasions there may be information collected that describes the following:

- race
- ethnic origin
- religious beliefs
- medical data

How does the law allow us to use your personal information?

There are a number of legal reasons why we are allowed to collect and use your personal information. In order to process your personal data, we rely on one or more of the following legal bases;



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- We need the information because you have entered into a **contract** with us - give further details if appropriate.
- You have given consent for us to use you and your child's personal information.

For your special (sensitive) personal data, we must also have an additional legal basis to process it. We use one of the following;

- We have asked for and received your **explicit consent** to process your data for a specific purpose
- Processing is necessary for **archiving, research or statistical purposes**

How long do you keep my information for?

The School Readiness Passport is initiated by the first setting a child attends, and will remain in use until the end of the Reception year. When the child leaves the care provision, the Council will retain the records for 7 years following the child's first term in KS1.

Who will you share my information with?

We may need to share your information with other service providers to enable us to work together for you and your child's benefit. For example, at times of transition the records will be shared with the next provider.

We will only share information with third party partners if they have a genuine and lawful need for it. We may share your information with the following;

- Northumberland County Council (NCC) Children's Centres
- Other commissioned Children's Centre providers E.g. Barnardos or Action for Children
- Contracted child-minders
- Northumberland Early Years Team
- Central government for statistical purposes e.g. The Department for Education for example.
- Seven360 - third party IT provider of the Schools Readiness Passport platform.

Information will be processed within the EEA and will not be shared with overseas recipients.

Can request a copy of my records?

You can request a copy of your child's Schools Readiness Passport information. If you wish to see a copy of your records you should submit a Subject Access Request which is available through our website or by contacting the Information Governance Office. You are entitled to receive a copy of your records free of charge, within a month.



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Do I have Other Rights?

Data Protection law gives you the right:

1. To be informed why, where and how we use your information.
2. To ask for access to your information
3. To ask for information to be corrected if inaccurate or incomplete.
4. To ask for your information to be deleted or removed where there is no need for us to continue processing it.
5. To ask us to restrict the use of your information.
6. To ask us to copy or transfer your information from one IT system to another in a safe and secure way.
7. To object to how your information is used.
8. To challenge any decisions made without human intervention (automated decision making).
9. To lodge a complaint with the Information Commissioner's Office
10. If our processing is based upon your consent, to withdraw your consent.

Further information

If you would like to know more about how we use your information, or if for any reason you do not wish to have your information used in any of the ways described in this notice, please tell us. Please contact the Early Years team on info.schoolready@northumberland.gov.uk

Data Protection Officer: informationgovernance@northumberland.gov.uk

You also have the right to complain to the Information Commissioner's Office if you are unhappy with the way we process your data. Details can be found on the ICO website, or you may write to the ICO at the following address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113
Email: casework@ico.org.uk