



Northumberland County Council

Northumberland Early Years Team

Privacy Statement

How we handle your information

This Privacy Notice is designed to help you understand how The Early Years Team at Northumberland County Council, as a registered Data Controller, 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 Early Years Team at Northumberland County Council works with Early Years providers, including schools, nursery settings, childminders and out of school clubs to support the development of quality provision for children.

As part of this service, we encourage educational settings to provide a range of information for multiple purposes. This includes:

- Eligibility checking for Government funding streams
- Claiming of Government Funded Entitlements
- Gathering key information about a child's early years, including the monitoring of their attainment against developmental milestones
- Additional information about individual children where enhanced support may be required

How do we collect this information?

Various digital platforms, documents and systems are used to gather the above information. This is to ensure your child is settled in their Early Years setting and their unique needs are met from the offset. The Early Years Team use this data on a county level to help identify priorities which inform the Early Years training offer and support given to settings on an individual basis, as well as to comply with statutory Government returns.

The systems used include:

- Digital systems designed to support children with their learning and development or help providers to meet children's needs and provide funded entitlement.
- The signing of the Parent Declaration Form for claiming Government funded entitlements.
- Submission of Early Years Census returns from Early Years providers for funding purposes.
- Completion of the School Readiness Passport – a digital system developed in partnership with Seven360 (the Data Processor). See Appendix 1 for the School Readiness Passport Consent Statement, used by Early Years providers and shared directly with parents.

What information do we hold?

We only process the minimum personal information and special category information required to provide an effective transition process for your child.

The personal and special category information we process about you and your child includes, but is not limited to:

- Full name
- Address and postcode
- Gender
- Date of birth
- National insurance or NASS number (for parents signing the Parent Declaration Form)



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- Working families 11-digit eligibility code (where applicable for parents signing the Parent Declaration Form)
- Hours of attendance in childcare and location of setting attended
- Family make-up, i.e. names of the child's main carers, family member living within the household, whether a child is Looked After
- Attendance of activities, for examples Family Hub programmes
- Pregnancy and birth details, where this information may impact on the child meeting their developmental milestones

We also process some sensitive information about you that is classed as 'special category' data. This receives additional protections under law and in terms of our processing of it. The special category (sensitive) personal information we process includes any medical or disability needs the child or parent/carer may have that may need to be taken into consideration.

The special category data we collect may include:

- Ethnicity
- Some medical and/or disability needs information where a child may require additional support within their setting
- Whether a child or their family access Disability Living Allowance
- Whether a child is Looked After or has Social Care support in place

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 information, we rely on one or more of the following lawful bases:

- We need them to perform our **legal obligations**, for example, Childcare Act (2006), Childcare Act (2016), Early Years and Childcare Statutory Duties for Local Authorities (2018).
- We are required by law to do something and we need information about you in order to do this (**Public Task**) - i.e. the law states we can, rather than must. For example, when assessing funding eligibility.
<https://www.gov.uk/government/publications/early-education-and-childcare--2>
- We need the information because you have entered into a contract with us where childcare services are provided to you by Northumberland County Council, and information is required to facilitate the funding of that service.
- You have given consent for us to use your personal information (**Consent**).

For your special category personal information, 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.
- It is necessary to have the information in order to deliver preventive or occupational medicine, assessing the working capacity of an employee, medical diagnosis or the **provision of health and social care services**.

How long do you keep my information for?



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We will only store your information for as long as is legally required. In situations where there is no legal retention period, we will follow established best practice. The retention for The Early Years Team is 7 years.

Who will you share my information with?

We may need to share your information with others to enable us to work together for your benefit.

We will only share information with third party partners if they have a genuine and lawful need for it. In some instances, this will be internal council services, SEND Services or a new provider that your child is due to attend. Sometimes, however, information will be shared with an external third party but only if they have a justifiable and lawful need for it. This will mainly be the Department for Education for funding purposes. It may also include:

- A Private, Voluntary or Independent nursery provider or Academy School that your child attends
- Health professionals who are involved with the child
- Members of additional funding panels when applications for additional funding are being made, e.g., the Early Years Inclusion Fund or Consideration for Statutory Assessment (COSA) panels.

They may be third-party company who provide elements of services for us. For example, we use Seven360 as the Data Processor for the School Readiness Passport system. We have contracts in place with all of our Data Processors. Information will be processed within the UK and will not be shared with overseas recipients.

Can I request a copy of my records?

You can request what information The Early Years Team holds about you or your child. If you wish to see a copy of your records, you should submit a Subject Access Request. This is available through our website or by contacting the Information Governance Team at informationgovernance@northumberland.gov.uk. You are entitled to receive a copy of your records free of charge, within one calendar month.

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.



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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 Earlyyearsteam@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



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Appendix 1

Short Statement for Providers to Share:

To ensure effective information gathering and information sharing takes place, (add setting name) use The Northumberland School Readiness Passport.

By signing below, I agree to consent that the information I have provided can be shared with Northumberland County Council and Seven360.

I understand that personal information is held securely and will be used only by the setting my child attends. At times of transition the School Readiness Passport will be shared with the next provider.

I understand that my consent to this information can be withdrawn at any time by contacting the setting who then has the responsibility of contacting the Council.

For further information please read the full Northumberland Early Years Team Privacy Statement.