

**Early Childhood Services****Privacy Notice**

April 2020

The Privacy Statement below explains how we use information about you and how we protect your privacy which enables us to deliver our services which include: administering funding for children to access their childcare entitlements; ensuring that there is sufficient childcare provision to meet demands; enabling children to learn, develop and be ready for school, and providing support for families with young children. We also hold data about individuals working for the service. This notice applies to the information we collect about:

- Early Years providers who access our Early Years and Schools portals.
- Ofsted registered Early Years Providers who provide funded childcare places.
- Organisations that sign up to our email mailing lists.
- Childcare providers who offer childcare for school aged children e.g. after school clubs.
- Organisations that tender for services and activities commissioned by Early Childhood Services.
- Parents and carers who apply for funded childcare.
- People who are referred to us by other persons, agencies, organisations.
- People who contact us with an enquiry or complaint.
- People who participate in publicity for the County Council.
- People who register for and use our services including Children's Centre Services.
- Visitors to our website and the Notts Help Yourself website.
- Job applicants and our current and former employees.

**What personal data do we use?**

Personal data means any data which can be used to identify an individual (such as name and address) and any information that relates to that individual from which they can be identified (for instance, details of the services provided to a particular individual). The following types of personal data may be used:

- Name and Contact Details
- Age
- Date of Birth
- Gender
- Sexual Orientation
- Employment status
- Images
- NI number
- NHS number

- Other ID numbers
- Postal address
- Email address
- Employment and education information
- Licences and permits held
- Parent/carer details
- Emergency contacts
- Childcare Provider details
- Personal or professional opinions about an individual
- Family details
- Student and pupil records
- Housing needs
- Lifestyle and social circumstances

### **What types of special category personal data do we need from you?**

- Physical and mental health details
- Religious, philosophical or other beliefs of a similar nature
- Sexual Orientation
- Racial or ethnic origin

### **Why do we use your data?**

- For service delivery including:
  - Support children's teaching and learning;
  - Monitor and report progress of children;
  - Give the best possible service to children and families;
  - Safeguard Children and Young People from harm;
  - Ensure that children and families are supported effectively.
  - Assurance that there is sufficient high quality childcare in Nottinghamshire.
- For service planning, procurement and improvement including:
  - Assess how well early years providers are performing.
  - Assess how well the services we commission are performing.
  - Assess how well Nottinghamshire is performing in relation to targets and service delivery.
  - Assess and evaluate tender submissions from organisations who bid for work commissioned by our service.
  - To understand where there are gaps in service provision.
- For research purposes including:
  - Feedback from parents, carers, professionals and staff.
  - Collection, review and analysis of performance data.
  - Joint work with educational or research establishments to measure the impact of the service and/or gaining a better understanding of the issues facing expectant parents, children and families.
- For marketing purpose including:

- Review of Facebook pages, other social media presence and the council's early years webpages, including the number of visitors to our webpages
- Use of quotes submitted and images taken of local children and families for publicity purposes once parents sign a marketing consent form.
- Details of organisations who sign up to our email mailing lists.

### **What legal reasons allow us to use your data in this way?**

Our legal basis for processing your personal data is that it is necessary to perform our public tasks as a local authority.

Our legal statutory duties to protect children from harm, ensure sufficient high quality childcare provision, to ensure that there are sufficient Children's Centre Services and provision of an effective Families Information Service.

Our legal basis for processing your special category personal data is that it is necessary for the provision and management of health or social care services or there is substantial public interest.

### **Who may we share your data with or receive it from?**

- NHS agencies (GPs, Hospitals, Community Healthcare Trusts)
- Health organisations
- Department for Education
- Welfare organisations
- Voluntary and charitable organisations
- Care Providers
- Service Providers
- Schools & Academies
- Early Years providers
- Education providers
- Government organisations
- The Police
- Family Members
- Parents and Carers
- Consultants
- Regulators
- The Disclosure and Barring Service
- Religious organisations

It is also important to note that the Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our children and young people with the Department for Education (DfE) for the purpose of those data collections which include the early years census and school census.

## **How do we keep your information secure?**

We will take appropriate steps to make sure we hold records about you in a secure way, including:

- All employees who have access to your personal data or are associated with the handling of that data are obliged to respect the confidentiality of your personal data.
- Putting in place procedures and technologies to maintain the security of all personal data from the point of collection to the point of destruction.

## **May personal data be transferred overseas?**

In some circumstances we may need to transfer personal data (including sensitive personal data) to other organisations who are based overseas, including countries which are outside the European Economic Area. When doing so, we will ensure that procedures and technologies are put in place to maintain the security of all personal data which is processed overseas.

Please refer to [Nottinghamshire County Council's Privacy Statement](#) for further details.

## **How long is your data kept for?**

We maintain information in accordance with our retention schedules which specify timescales for how long we hold your information. The law may specify the minimum amount of time we have to retain certain information.

This information is held in accordance with [Nottinghamshire County Council's retention schedule](#).

## **What will happen if you do not provide or we cannot obtain the data needed?**

- We could not deliver the services and service improvements required.
- A child may not receive funded services and the pupil benefits they are entitled to.

## **Does the service make decisions using fully automated processes?**

No

## **What information do we collect when you visit our website?**

The computers which host our website maintain site logs which include the IP details of all machines accessing our pages. We only use such logs to determine website usage and not as a means of identifying or obtaining information about specific users. Any IP information is treated as strictly confidential and is not published or divulged to any third party.

Please refer to [information about cookies on our website](#)

## **Registering for online services**

How do we use your personal information when you register for an online service?

- We collect personal data that you provide to us when you register for an online account.
- We collect personal data when you apply to access some of our services online.
- By registering with us online (either in relation to your account or a specific service) you consent that Nottinghamshire County Council may process the personal data that we collect from you in accordance with this privacy notice.

In general, we will hold your personal data for the purposes of maintaining and operating your account or registration and will use your personal information:

- for the purpose you provided the information for
- to verify your entitlement to access the services you have requested, e.g. verification of your residence in the county. (We may do this by checking with a third party)
- where you give specific consent to allow us to be able to communicate and provide information about services appropriate to your needs.

We will retain your information for the period necessary to fulfill the relevant purpose for which it is held, and we will also retain any external verification so long as it remains accurate based on the information you provide to us. This will allow us to reuse that information when you register for additional services.

### **Photographic images**

How will we use photographs that identify people?

Images of individuals are treated as personal data. Images of crowds in a public area are not. When taking photographs intended for publication on our website or elsewhere, it is our policy to seek the written permission of any individuals who are photographed.

We will respond promptly to any request to remove photographic images and/or personal data from the website where the person making such a request has a right to do so in accordance with their data protection rights.

### **Links to other websites**

How will other websites use your personal data?

This privacy statement does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on other websites you visit.

### **What rights do you have over this use of your data?**

- To be informed about how we use your data
- To access a copy of your data that we process
- To have us rectify or correct your data that we process
- To restrict our processing of your personal data
- To object to the use of your data
- To have your personal data erased
- To request that we transfer your information to you or another organisation
- To object to fully automated decision making
- To withdraw your consent (if it the legal reason why we use your data).

Some of these rights are subject to exceptions. Please refer to the [County Council's privacy statement](#) part 10 for further details.

### **Contact the Data Protection Officer:**

If you have any concerns about how the Council is using your data, you can contact the Council's Data Protection Officer by writing to:

[DPO@nottsc.gov.uk](mailto:DPO@nottsc.gov.uk)

Or

Data Protection Officer  
Nottinghamshire County Council  
County Hall  
West Bridgford  
Nottingham  
NG2 7QP

Please see the County Council's privacy statement for further information:  
<http://www.nottinghamshire.gov.uk/global-content/privacy>

### **Contact details of the Information Commissioner's Office:**

If you are unhappy with how your data has been processed by the Council or you feel your data protection rights have been breached, you have the right to complain to the Information Commissioner's Office at:

[www.ico.org.uk](http://www.ico.org.uk)

Or

Wycliffe House  
Water Lane  
Wilmslow  
SK9 5AF

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