



Privacy Notice - Early Education Funding

Who Will Own My Data Once I Submit It?

Warrington Borough Council

Why Do You Need My Information?

We collect child and parent data to:

- Administer Early Education Funding
- Ensure children are accessing their Early Education entitlements
- Derive statistics to inform us of uptake of places

What Allows You To Use My Information?

This is a statutory service and the Council is bound by the following legislation:

- Early Education and childcare, Statutory guidance for Local Authorities 2018
- Childcare Act 2006
- Childcare Act 2016
- Equality Act 2010
- Statutory framework for the early years foundation stage 2014
- Local Authority, (Duty to Secure Early Years Provision Free of Charge) Regulations 2014
- The Childcare (Early Years Provision Free of Charge) (Extended Entitlement) Regulations 2016
- Special educational needs and disability code of practice: 0 to 25 years 2015

What Type of Information Will Be Processed?

The following types of information will be processed:

- personal identifiers and contacts (unique pupil number, address, date of birth, national insurance number)
- characteristics (gender, ethnicity, language, eligibility to free school meals, early years pupil premium, two year funding and disability access fund)
- special educational needs status

Who Will My Information Be Shared With?

The data may be shared with other Families and Wellbeing Departments within the Council, other Local Authorities, Department for Education (DfE), the HMRC, the DWP and other government bodies as appropriate for the purpose of processing Early Education Funding.

Do I Have To Provide This Information And What Will Happen If I Don't?

If you do not provide this information we cannot administer the Early Education Funding to you.

How Long Will You Keep This Data For And Why?

We keep this information as long as the child is attending a Warrington childcare provision and for 7 years after they leave. By doing so we are adhering to the financial regulations.

Any data relating to ineligible two year old funding applications will be kept for 12 months.

How Will My Information Be Stored?

Your information will be stored electronically in a Council system in secure UK data centre meeting data protection requirements.

Information entered through the Capita One Citizen and Provider Portals will be stored within a secure UK data centre. Information entered through the Provider Portal will be based on the Parent Declaration Form requested by your childcare provider, a paper copy of which will be kept securely by your childcare provider.

What Rights Do I Have When It Comes To My Data?

Under Data Protection Act 2018 (General Data Protection Regulation), you might have more rights about what happens with your data. As different rights apply in different situations each request will be assessed on a case by case basis.

You also have the right to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access.

To request a copy of your data or ask questions about how it is used, please look at our webpages on Requests for Information available [here](#).

Who Can I Complain To If I Am Unhappy About How My Data Is Used?

If you are not satisfied with how your request has been dealt with, or if the information held about you is incorrect, you should email or write to Warrington Borough Council outlining your concerns.

If you then wish to make a complaint then please contact us using one of the methods below:
Use the [online complaints form](#)

- Email us at contact@warrington.gov.uk
- Phone us on: 01925 443322
- Write to us at: Contact Warrington, PO Box 5, New Town House, Warrington WA1 2NH
- Visit us at: Contact Warrington, 26-30, Horsemarket Street, Warrington WA1 1XL

You also have the right to complain to the Information Commissioner's Office using the following details: -

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF
Telephone: 0303 123 1113
Website: www.ico.org.uk

Will This Information Be Used To Take Automated Decisions About Me?

The Capita One system uses parents/carers personal data to automatically assess eligibility for 2 year old funding, Early Years Pupil Premium (EYPP) and Free School meals (FSM) through the DfE Eligibility Checking System. Results are stored within a secure UK data centre.

Will My Data Be Transferred Abroad and Why?

No, your information will not be transferred abroad.