

**PRIVACY NOTICE for 2, 3 and 4 yr old Funded Children in
Early Years Settings and Schools**

For the purposes of providing funded early education for 2, 3 and 4 year olds Tickton Pre-school and Play Pals is a data processor on behalf of East Riding of Yorkshire Council.

Tickton Pre-school and Play Pals uses parent and child information, so that we can:

- care for and keep children safe and support their learning and development
- check parent's eligibility for funded early education for 2 yr olds and the 30hrs offer for 3 and 4 yr olds, Early Years Pupil Premium funding and Disability Access Funding
- send in termly headcount data returns and annual census returns on numbers and characteristics of children taking funded early education to the local authority
- ensure that we receive the appropriate funding to enable all eligible children to receive their entitlement to funded early education
- assess how well we are doing and the quality of our services

Tickton Pre-school and Play Pals collects and processes the following information:

- Personal information (such as name, date of birth and address of parents and children parent's National Insurance or NASS number)
- Characteristics of children (such as ethnicity, gender, disability and special educational needs, and eligibility for EYPP and DAF)
- Personal circumstances of the child such as being looked after, adopted or under special guardianship orders
- The number of hours of funded early education delivered to each child, and the times and days attended, any absences and reasons for this

This information is collected and processed under the Childcare Acts of 2006 and 2016 and Children Acts of 1989 and 2004 and the following conditions of the GDPR:

- Processing is necessary for compliance with a legal obligation to which East Riding of Yorkshire Council is subject
- Processing is necessary for the performance of a contract to which you are party or in order to take steps at your request prior to entering into a contract
- Processing is necessary to protect the vital interests of your child

Tickton Pre-school and Play Pals collects this information direct from parents via registration and parent declaration forms, attendance registers and local authority eligibility checking systems, and letters.

Data on funded early education for all children is shared with the Department for Education, via the local authority, and with specific providers where children are attending multiple providers for their

FEE or move to a new provider. **Tickton Pre-school and Play Pals** will not share parent or child data on funded early education with anyone else without the parent's consent.

Information is only held for as long as it is needed and no longer than [insert your retention periods here] years after a child has left our setting.

Tickton Pre-school and Play Pals keeps your information secure by See; '**Setting Privacy Notice**'

Parents have the following right to:

- access the information **Tickton Pre-school and Play Pals** holds about you and can request a copy
- rectify any information we hold about you if you believe it to be incorrect so that we can amend the information accordingly
- object to the processing or limit processing of data that is likely to cause damage or distress
- in certain circumstances, have inaccurate information erased or destroyed

If you want to exercise any of your rights or know more about how we or the Council uses information, or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance.

Contact the setting manager/provider: Helen Turner **Tickton Pre-school and Play Pals** (01964501744) / email info@ticktonpreschool.co.uk

Further information can be found from the Information Commissioner's Office at:

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

For details of how the local authority use your data go to:

<http://www2.eastriding.gov.uk/council/governance-and-spending/how-we-use-your-information/find-privacy-information/general-privacy-information/>

For details of how the Department of Education use your data go to:

<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>