

Early Years Funding Privacy Notice

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Introduction

Southend-on-Sea City Council is the data controller for the personal information we collect from you. All information is processed in accordance with the relevant data protection legislation, including the GDPR and the Data Protection Act 2018. Under the Childcare Acts 2006 and 2016, we are required to deliver the early years funding entitlement. The local authority has to collect your data in order to deliver this entitlement to childcare providers. The 2, 3 & 4 year old funding is the statutory entitlement for funded integrated care and education for pre school children.

The information we collect about you

Southend-on-Sea City Council will collect only the personal information we need to perform our functions. We will collect child's details including name, address, date of birth, ethnicity, first language, gender and 30 hour eligibility code. If you have any Looked After Children (LAC), Special Guardianship Order (SGO) or Adopted children they are eligible for Early Years Pupil Premium and some additional data may be collected for this purpose. Eligibility will be based on your declaration that your child is either a LAC, SGO or Adopted child and evidence of their status will be requested e.g. a copy of the relevant order or adoption certificate. For the carer's of the child we collect details including name, address, date of birth, NI number, relationship with the child and carer's gender. For the providers we collect details including name, address, phone, e-mail, fax, primary/business contact names, finance contact names and bank details.

What we do with the information

Southend-on-Sea City Council will use the information about you to pay the funded statutory entitlements, to populate the annual Early Years Census and for sufficiency data returns.

Parent/Carer's and in some cases children's data will be used for eligibility checking, such as Early Years Pupil Premium.

We may also send any duplicate information identified to the relevant providers in order to improve the transition of a child into future education and for the prevention and detection of fraud.

How long do we keep your information for?

We will keep the personal data you supply as a parent/carer and for your child for 6 years plus the current financial year. We are required to keep this information for this long because of the Council's right to audit providers to ensure that no fraudulent claims are being made as per Southend-on-Sea City Council's Local Provider Agreement.

Who we share the information with

Southend-on-Sea City Council will share your information with the Department for Education for collating the information for the annual census and statistical reporting.

Parent/Carer information may also be shared with the Department for Education in order to perform eligibility checks for Early Years Pupil Premium. In the cases of LAC, SGO or Adopted children eligibility checks, the Council will work with the specific provider where

the child is being placed to obtain and verify the relevant information through the Parent/Carer.

We may share the information collected with providers if duplicate data is identified from a child previously or currently being dual registered, this is to help protect against and prevent fraudulent activity.

We may also need to share your information with a third party such as a contractor, in order for them to assist in providing service. However, the Council requires any third parties to abide by the law when they process your data on their behalf and to follow their procedures or instructions. You have the right to opt-out of your information being shared this way. If you wish to opt-out please contact the Group Manager for Early Years at earlyyears@southend.gov.uk who will acknowledge your request in writing.

Your Data Subject Rights:

You have the right to request a copy of the information we hold about you through a Subject Access Request. If you would like a copy of some or all of your personal information, please visit our website using the link below and fill out a:

[Subject Access Request online form](#)

Alternatively you can send your Subject access request through to

Dataprotection@southend.gov.uk

Correction of Inaccurate Information

You have the right to request that the council correct information that you believe is inaccurate or incomplete. You may not always be able to change the information. However, we will correct factual inaccuracies and may include your comments in the records.

The right to object

You have the right to object to us using your information if we have collected it in the performance of our public tasks or when you have received marketing from us. Please be aware that in certain situations we are allowed to still use your information if there are compelling legitimate grounds to do so.

If you wish to use any of these rights, please email dataprotection@southend.gov.uk or inform the Data Protection Officer by calling 01702 215000.

How to contact us

Please contact us if you have any questions about this privacy notice:

You can contact the council's Data Protection Officer, via the Information Management Service, by emailing dataprotection@southend.gov.uk or by calling 01702 215000 and asking for the Data Protection Advisory Service.

If you have any questions about the service please contact:

Early Years Team Southend City Council Civic Centre Victoria Avenue Southend-on-Sea
SS2 6ER

Email: earlyyears@southend.gov.uk

The Council's full privacy notice can be viewed at [Privacy Notice May 2023](#)

Making a complaint to the Information Commissioner

For independent advice or if you wish to make a complaint about how we use your personal data to the Information Commissioner's Office, you can contact them by visiting their website at <https://ico.org.uk/> or by calling 0303 123 1113