

Privacy Notice – Childcare Providers

Childcare providers who care for children (including Funded Early Learning) must collect information about each child and their parents and/or carers.

- Child name and DOB
- Parent/Carer name and DOB
- Address
- Ethnicity, First Language, SEN Status (Optional)
- Parent/Carer NINO/NASS No (Optional to apply for additional funding)

How we will use your family's information.

We will share your information with Sheffield City Council (SCC) in order to:

- claim Funded Early Learning (FEL) funding for children.
- check entitlement for Early Years Pupil Premium for children.
- check entitlement for Free School Meals when your child begins school.
- check entitlement for Pupil Premium to support your child's learning at school.

The information we collect is also used to help monitor your child's progress and achievements, and to identify any additional services that could support your child's overall development and help prepare your child for school.

The lawful basis on which we use this information.

We collect and use your family's data, under Article 6 of the Data Protection Act 2018, in order to claim funding on your child's behalf as part of our contract with you. This is under Article 6(1)(e) to carry out a task in the public interest.

The data on ethnicity and health is processed under Article 9(2)(g) Substantial public interest, specifically for Statutory and government purposes.

You do not have to share this data, but we cannot claim certain funding without it.

To cease funding to support your child, you will need to cancel your place with your chosen childcare provider.

Who will have access to your information?

- 1. Department for Education (DfE):** SCC will share your family's information with the DfE to allocate funding that is distributed to childcare providers. Information about children is used for a variety of purposes including data checking exercises, self-evaluation, and influence and improve education policy and children's services.
- 2. Qualifications and Curriculum Development Agency (QCDA):** All providers of education and care to children from ages 0-5 follow the standards set in the early years foundation stage (EYFS) framework.
- 3. Public bodies responsible for the administration or auditing of public funds:** SCC may use your information for the prevention and detection of fraud under its duty to protect the public funds it administers. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.



- 4. Office for Standards in Education, Children's Services and Skills (Ofsted):** Ofsted uses general information about the achievement of groups of children to help make decisions about the quality of education in Early Years Settings.
- 5. Educational Settings your child attends:** SCC will share details about your funding entitlements with current and future educational settings within Sheffield that your child attends.

How long will we keep your information?

We will keep your information in accordance with legal requirements, such as to comply with financial regulations. Information relating to your child may be retained until they reach the age of 25 years.

What are your rights?

You have rights under Data Protection law to request a copy of the information, the right to have information corrected if it is not accurate and to understand how your data is being used.

For further details about your rights, the contact details of our data protection officer are dataprotectionofficer@sheffield.gov.uk and for your right to make a complaint please see our data protection web page: www.sheffield.gov.uk/privacy

