



North
Tyneside
Council

Privacy Notice (How we use your information)

North Tyneside Early Years Funded Childcare Entitlements and Funding

North Tyneside Council collects, processes, and holds your personal information to provide Services to you. North Tyneside Council is the Data Controller for the personal information collected.

The categories of information that we collect, process, hold and share include:

We collect and process the following information:

- Child's Name
- Date of birth
- Address
- Sex
- Proof of Date of birth
- Ethnicity
- Working Families Eligibility Code & National Insurance Number
- Eligibility code – 2 Year Old Offer (Families Receiving Additional Government Support)
- Setting and attendance details
- Parent(s) name
- Child's LAC / adoption status (where required as a condition of funding)
- Disability Living Allowance status (If applying for Disability Access Funding)
- Parental date of birth (if applying for Early Years Pupil Premium)
- Parent(s) National Insurance Number or National Asylum Seeker Number (if applying for Early Years Pupil Premium).
- Name of Portal user;
- Name of provider claiming funding;
- Provider DFE URN, Ofsted Number; and
- Details of providers delivering funded hours including bank details and Ofsted information.

Most of this information is provided by you however, we may also receive information from third parties, such as the Department For Education (DfE), Department for Work and Pensions (DWP).

Why we collect and hold this information

This information is used by the Local Authority (North Tyneside Council), to:

- claim the funded element your childcare place;
- meet the DfE data collection requirements around the funded entitlements;
- administer Early Years Pupil Premium and Disability Access Fund (where applicable);
- to calculate and make payments to the childcare providers delivering funded places;
- check eligibility for funded early years entitlements;
- register settings;
- set up providers on the online funding portal used by North Tyneside Council;
- ensure accuracy of records and to check against fraud; and
- sharing of information with partners where there is a safeguarding concern.

The Lawful basis on which we use this information

Under Article 6 of the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing this information is:

- 6(1)(c) Legal obligation: the processing is necessary for us to comply with the law (not including contractual obligations).
- 6(1)(e) Public task: the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

We may process special category information for the following reasons under Article 9 of UK GDPR:

- 9(2)(g) Processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards
 - DPA 2018 Schedule 1 Part 2(8)- Equality of opportunity or treatment

How we store your personal information

Your information is safely stored in password protected secure databases and is retained in line with Authority and statutory retention schedules.

Who we may share your information with

We may disclose your information to others, but only where this is necessary either to comply with the law and legal obligations or as permitted by Data Protection legislation.

We will share information with DfE, DWP, His Majesty's Revenue and Customs (HMRC), to check your eligibility for funded childcare place and where applicable, the Early Years Pupil Premium and Disability Access Fund.

The reasons why we may share your data with other public bodies are as follows:

- Checking your eligibility for funded childcare entitlements;
- Administering funding payments to providers delivering funded early years places;
- Claiming funding from DfE for entitlement placement;
- To comply with the DfE's annual census requirements;
- To monitor and improve our performance and delivery of services;
- For the prevention and or detection of crime; and
- Where necessary to protect individuals from the risk of harm or injury

We will not pass your personal information to external organisations for marketing or sales purposes, or for any commercial use, without your prior consent.

Your rights

Under Data Protection legislation you have several rights, including the right to have your records rectified (where the law permits) and the right to ask for access to all the information the Council holds about you. These rights are listed in more detail on the Authority website under Data Protection.

Please contact us at information.governance@northtyneside.gov.uk if you wish to make an information rights request.



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If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at information.governance@northtyneside.gov.uk

If you are unhappy with the way the Authority has handled your data, you may contact the ICO at <https://ico.org.uk/>

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113 (local rate)