



Wandsworth Borough Council Early Education and Childcare Places - Privacy Notice (How we use children and young person's information)

This Privacy Notice provides a summary on how we use your information to fulfil our statutory responsibilities as a Local Authority in the provision of services to you, explains your rights and outlines the measures that we have taken to protect the personal data we hold.

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

- personal information (such as name, date of birth, email address, contact number, address, national insurance, and NASS reference)
- characteristics (such as children's ethnicity, gender, and Universal Credit eligibility)
- other information (statement on Special Educational Needs, Disability Living allowance and Looked-after status)

Why we collect and use this information.

We use children and young person's data to:

- enable us to carry out specific functions for which we are responsible for
- to check and confirm eligibility
- calculate funding for PVI and Schools
- assess performance of uptake
- submitting information to the DfE to draw down funding
- derive statistics which inform decisions such as targeted support in deprived areas

The lawful basis on which we use this information.

There are a few legal reasons why we need to collect and use your personal information. Generally, we collect and use personal information when:

- It is required by law
- You, or your legal representative, have given consent
- It is necessary to perform our statutory duties

Collecting this information

Whilst most children and young person's information you provide to us is mandatory, some of it is provided to us on a voluntary basis. To comply with the data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing this information.

We hold children and young person's data for 7 years and it will be destroyed in line with the Councils retention and disposal policies.

Who we share this information with We routinely share children and young person's information with:

- the Department for Education (DfE) - on a statutory basis under section 2 of The Childcare Act 2016 and sections 6, 7, 7A, 9A, 12 and 13 of the Childcare Act 2006.
- the Department for Education (DfE) - on a statutory basis under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.
- Private, Voluntary, Independent Nurseries and Schools where the child attends
- Local Children's Centres

Why we share this information.

We share children and young person's data with the Department for Education (DfE) on a statutory basis under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013. This data sharing underpins school funding, educational attainment policy and monitoring and enables them to; produce statistics, assess our performance, determine the destinations of young people after they have left school or college and to evaluate Government funded programmes.

We do not share information about children and young people without consent unless the law and our policies allow us to do so.

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example, via the school census) go to <https://www.gov.uk/education/data-collectionand-censuses-for-schools>.

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information or be given access to your child's educational record held by their education provider, contact the Council's Data Protection Officer (DPO) is Katrina Waite. The DPO can be contacted at dpo@richmondandwandsworth.gov.uk.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means

- in certain circumstances, have inaccurate personal data rectified, blocked, erased, or destroyed
- claim compensation for damages caused by a breach of the Data Protection regulations

If you are unhappy about how we have handled your data or for independent advice about data protection, privacy, and data sharing issues, you can contact the Information Commissioner's Office (ICO), their contact details can be found via the ICO website, or you can email casework@ico.org.uk