

Leicestershire County Council Fair Processing Notice

This notice is to tell you about why we need your information and how we will handle it. This notice is for

Early Years Inclusion and Childcare Service

What Information do we need from you?

We need to know the following about you and your children: Parent / Carer name(s), parent / carer address and email address, parent / carer phone number / mobile number, child's name, child's address, child's date of birth, educational records, school or Early Years provider, health and / or disability needs.

Records may be held electronically, including video recordings for assessment purposes. Any video recordings received will be held temporarily to assess the work and will not be stored on any systems.

Why do we need this?

The Early Years Inclusion and Childcare Service team provides a service that ensures the local authority meets the statutory duty to secure sufficient high quality funded early education places for 2, 3 & 4 year olds and sufficient childcare for 0-14/19 year olds whose parents are in work or training to return to work.

The Early Years Inclusion and Childcare Service is also responsible for improving outcomes for children aged 0-5 years through ensuring childcare providers are providing high quality early education. The Service is also responsible for the delivery of the statutory requirements for the SEND Code of Practice, in relation to Early Years.

We need this information within Early Years Inclusion and Childcare Services to provide you with the required services and meet any regulatory requirements. This will include:

- Statutory and Regulatory requirements including monitoring and reporting
- Assessment of need and provision of service
- Service improvement and planning
- Research including consultations
- Compliance with the law regarding data sharing
- Transition into school

Why are we allowed to process your information?

Data protection law allows us to process your information within certain conditions. In this case we are fulfilling a legal obligation and our official authority in the performance of a public task, as the lawful condition for us to do this.

We also need an appropriate lawful reason to process sensitive data. In this case we are processing your sensitive personal data because of their health or social care requirements under various UK laws including but not limited to:

- The Education Act, Education & Skills Act, and Education Regulations and Guidance
- Statutory Guidance for Local Authorities in England to Identify Children Not Receiving Education

- The Children Act and The Children & Families Act 2014
- The Localism Act
- The Childcare Act 2006 and 2016
- SEN Code of practice.

Who will we share this with?

Sometimes we need to share your information with others. We will only do this when it is necessary in order to offer you this service, or if we are required to do so by law. We do not plan to share it with anyone else or use it for anything else. When it is necessary, we may disclose your personal information to the following organisations:

- Department for Education and their agencies
- Children's Social Care and other relevant internal departments
- Early Help services
- Safeguarding Boards
- Health Agencies
- Speech and language therapists, Occupational Therapists and Specialist teachers
- Education Providers including early years providers, pre- and post-16, and Transport Operators
- Other Local Authorities
- School Voluntary Sector Partners
- Qualification awarding bodies
- Funding bodies
- Elected members

How will we keep it secure?

We will take all reasonable steps to prevent the loss, misuse or alteration of your personal information. Only the people who need to see your personal information will be allowed access to it. We will not send your information outside of the UK.

How long will we keep it for?

We will only keep this information for as long as necessary or as the law requires. Current guidelines say that where we have provided one or more of these services to a child or young person, we should retain the information until they reach 25 and then review.

What if something changes?

If the information you provided changes or your circumstances change, please contact the service as below

Early Years Inclusion and Childcare Service: ☎ 0116 305 7136; ✉ childcare@leics.gov.uk

If we need to change something like who we want to share this information with, we will contact you to let you know.

What else would we like to do?

We would also like to use your data to provide you with identified targeted services. This is completely at your choice, however. If you do receive any unwanted communications of this type, please contact the appropriate service as above.

What are your rights?

You may request to see a copy of the personal information we hold about you. The law also provides you with other rights regarding your information including some around; correction of inaccurate data, objection to processing, moving your information to somewhere else, and in some cases, getting your information deleted.

If you are unhappy with the way your data is being handled or if you need to contact Leicestershire County Council's Data Protection Officer, please contact the Information Governance Team: informationgovernance@leics.gov.uk

If you are not satisfied with any response you may receive from us based on a complaint or concern about your personal information, you then have the option of contacting the Information Commissioners Office to take that complaint further. The Information Commissioners Office does like to see that you have raised a complaint with the Council first and received a response before contacting them. If you do wish to contact them, the address details can be found below:

The Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545 745 (national rate)

Website: www.ico.org.uk

Email: casework@ico.org.uk
