

## **The information that we collect, hold and share includes:**

- Your child's information (such as name, date of birth, gender, ethnicity and address).
- Attendance information (such as sessions attended, absences and reasons for absence).
- If your child has special educational needs or a disability.
- If your child is eligible to early years pupil premium, disability access funding, deprivation funding or the extended free entitlement.
- How many hours your child is attending, how many free hours your child is claiming, the date when your child started and finished claiming their free entitlement.
- Name of other early years settings your child attends or has attended.
- Parent/guardian information (such as name, address, contact details).
- Additional parent/guardian information (such as date of birth, National Insurance Number or National Asylum Support Service number if applying for additional funding such as early years pupil premium or the extended free entitlement).
- The eligibility basis for the free entitlement for two years olds and early years pupil premium such as economic reasons or other reasons.

## **Who we share your information with and why**

We share your information and your child's information with Kirklees Council so that we can claim early years funding from the local authority in order to provide your child with their free entitlement to early education and childcare.

## **The lawful basis on which your information is collected and processed**

We collect and process information about you and your child under Article 6(1)(a) – consent, Article 6(1)(c) – legal obligation, and Article 6(1)(e) - performance of a public task. We collect special category information about your child such as ethnicity and health information under Article 9(2)(a) – explicit consent. This is in order to meet our legislative duties set out in the Childcare Act 2006, sections 7 and 7A and Childcare Act 2016, section 2, to provide free early education and childcare to eligible children.

Whilst the majority of information you provide to us about yourself and your child is required by law, some of it is provided to us on a voluntary basis. In order to comply with data protection, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

## How long we keep your information

We will keep all records associated with early years funding for seven financial years with the exception of copies of child identification which are kept for two years. [The financial year runs from April to March]. The records we keep include; attendance registers, parent agreements, copies of child identification such as a birth certificate or passport, copies of invoices, 30 hours eligibility check consent forms, disability access funding claim forms. We ensure that only members of staff with a legitimate reason to access your information have permission to do so.

## Requesting access to your information

Under data protection legislation, parents have the right to request access to information that we hold about them or about their child. To make a request please contact the setting manager.

## Further information

If you would like further information about how Kirklees Council uses your information, please visit the Kirklees Council website [www.kirklees.gov.uk/privacy](http://www.kirklees.gov.uk/privacy)

If you would like further information about this privacy notice please contact [earlyeducation@kirklees.gov.uk](mailto:earlyeducation@kirklees.gov.uk)

If you have any concerns or questions about how your personal information is handled, please contact the Data Protection Officer for Kirklees Council at [DPO@kirklees.gov.uk](mailto:DPO@kirklees.gov.uk) or phone 01484 221000.