

## **Surrey Families Service – Finance & Practice Team – Early Years Funding - PRIVACY NOTICE**

<b>Name of Service</b>	Finance & Practice Team
<b>Directorate</b>	CSF & Communities
<b>Date of Issue DD/MM/YEAR</b>	August 2018
<b>Review Date DD/MM/YEAR</b>	August 2019

### **Notice**

#### **The reasons why we use your personal data**

##### **Purpose /function of the service**

This privacy notice applies to the functions of the Finance & Practice team who fulfil a SCC statutory duty to secure funded education provision for every eligible young child who is under statutory school age.

##### **What processing of personal data is undertaken by the specific team(s)/services**

- Calculate and make payments to early years providers  
Statistical purposes
- To secure sufficient childcare  
to improve the outcomes of all children under 5 and reduce inequalities by identifying providers where children are taking up EYPP and supporting the provider to improve outcomes
- Check eligibility for means tested entitlement for 3/4 year olds via the Department for Education's online checker
- check eligibility for the grant/ funding stream
- check eligibility for relevant funding streams
- To register settings for the funded entitlement provision and set up vendor & customer accounts for payment
- Ensure accuracy of records across the local authority and to check against fraud.

##### **What Information do we collect?**

- Parent & Child names
- Childs Dob & Gender
- Parent & Child Contact Details
- Provider Names
- Provider Contact Details
- Provider DFE URN, Ofsted Number
- Provider Address
- Setting Contact Details
- Setting Qualifications & Training
- Setting Staff Names & Contact Details
- Setting staff Dob gender qualifications attainment details.

### ***Special data includes***

- Childs ethnicity
- Childs LAC & Adoption Status
- Setting Staff Ethnicity
- Parents NI Number
- Parents details of State Benefits
- Childs HMRC code
- Childs DLA code
- Setting Bank Details
- Funding amounts to settings.

### **How we are allowed to use your personal data**

- Childcare Act 2016
- Childcare Act 2006
- Childcare Act 1989
- Children and Families Act 2014
- Early Years Foundation Stage Regulations 2008
- The Equality Act 2010
- The School and Early Years Finance (England) Regulations 2017
- The Small Business Enterprise and Employment Act 2015
- Education Act 2011
- The Education (Provision of Information about Young Children) (England) Regulations 2009.

### **Consent**

To process your personal data, we will explain to you what we are asking you to agree to and why. If we have consent to use your personal data, you have the right to remove it at any time. If you want to remove your consent, please contact us at the following email address [free.earlyeducation@surreycc.gov.uk](mailto:free.earlyeducation@surreycc.gov.uk) and we will deal with your request:

### **Who we share your personal data with**

- . SCC Internal Teams e.g. Children Centres, EY support Teams, Performance,
  - Surrey Partners
  - Department of Education
  - HMRC
  - Early Years Providers
  - Health –anonymised
  - Parents
  - Settings.

### **Automated Decision Making i.e. when computers make any decisions about you**

All decisions are received from government departments, where HMRC, DWP & DfE will use information provided to establish eligibility

SCC do not use automated decision making

**Personal data being sent or processed outside of the UK & EU**

We do not send or process data outside of the UK and EU

**Retention of data**

Data will be retained for 7 years in the Funded Early Education Portal

Data will be retained for 6 years after provision has ended in EMS ONE