Early Education Funding PRIVACY NOTICE

We keep our privacy notice under regular review, and it was last reviewed and updated in August 2022.

City of York Council (CYC) are the "Controller" for this information unless we specifically state otherwise in this privacy notice. We are registered with the Information Commissioner's Office (ICO) (UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018) – reference Z5809563.

This privacy notice should be read in conjunction with other relevant council privacy notices such as Our privacy notice – City of York Council

When appropriate we will provide a 'just in time' notice to cover any additional processing activities not mentioned in this document.

Why do we collect information?

The information you provide enables us to:

- Make payment of the early education entitlement and related funding
- Check your eligibilty for additional funding such as Pupil Premium when your child moves into school
- Complete the statutory Early Years Census annual return
- Assess our own performance and improve our service
- Create statistics that are anonymous and cannot be linked back to you or your provision for the purpose of local and national surveys

The collection of the information for the above reasons is carried out in line with:

- Early Education and Childcare Statutory Guidance for Local Authorities 2018
- Childcare Act 2016
- Sufficiency duty within Childcare Act 2006
- SEND code of practice 0-25 years 2015

What information do we collect?

We may collect and use the following information:

- Personal information (including name, date of birth, National Insurance number / NASS number and contact details)
- Characteristics (including gender and ethnicity)

Who is collecting the information?

- Information is collected by the Education Support Service - some data may be collected via the early years provision your child attends.

How is the information collected and stored?

Information about your provision is collected through:

- Completion of the application form for 2-year-old early education places
- Completion of the Parental Declaration form for early education places
- Completion of the Disability Access Fund application form

When we ask you for personal information, we will:

- ensure you know why we need it
- only ask for what is necessary for the work we are undertaking
- store it securely
- ensure access is only given to authorised staff on a need-to-know basis
- securely and confidentially delete/destroy the information 7 years after we no longer have a need for it

We ask that you:

- give us accurate information
- inform us of any changes
- inform us as soon as possible if you notice mistakes in the information we hold about your provision

Where required or appropriate to, at the end of the retention period, we will pass onto the City Archives any relevant information

Who do we share data with?

We may share information about your provision with other relevant professionals. Below is a list of parties with whom we regularly share information:

- Department for Education
- Educational settings
- Professionals from Health, Social Care and Early Help teams
- Local Area Teams including Families Information Service
- Business Intelligence Unit
- School Support Services
- Troubled Families
- Auditing services

We will not give information about you to anyone outside CYC without your consent unless required to do so by law e.g. in delivering our statutory functions (Children and Families Act 2014), or such actions are necessary for safeguarding children and young people.

We may use the information to create statistics that are anonymous and cannot be linked back to your provision or individuals. We could use these statistics to see how the Education Support Service and the wider Council and its partners are supporting early years providers, to help design better services and to contribute to national surveys and government returns e.g. to the Department for Education (DfE).

We are required by law to pass some of your information to the Department for Education (DfE) for the purposes set out above. The DfE may share individual level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so, and it is in compliance with data protection and privacy legislation.

Your rights

You can find out about your rights under data protection law, on the Information Commissioners Office (ICO) website. You can also find out more about how the City of York Council uses personal information and your rights at https://www.york.gov.uk/privacy.

If you want to exercise any of your rights, or If you have a question or a complaint about how we are using your information please contact the council's Data Protection Officer, by email to information.governance@york.gov.uk or phone 01904 554145 or write to:

Data Protection Officer
City of York Council
West Offices
Station Rise
York
YO1 6GA.

You can contact the DfE at:

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Tel: 0870 000 2288
Email: info@education.gsi.gov.uk
Website:http://www.education.gov.uk/

Models of delivery for the 15 hour Funded Entitlement

You can use a maximum of 10 hrs per day and a maximum of 15 hrs per week (190 hrs per term).

You may be able to access the entitlement in the following ways ***(subject to availability at your chosen provider).***

1. <u>The Standard Model</u> – entitlement is claimed for 38 weeks per year.

If your provider is open for more than 38 weeks of the year, or your child attends for more than 15 hours per week during term time, you will have to pay for additional hours for the extra weeks that your child attends in the year.
Your provider may average out the additional charges across the year to give you a monthly bill or you may receive a bill for the holiday (non term time) weeks.

2. <u>The flexible model</u> – for providers open more than 38 weeks

If your child attends for at least 190 hours per term (570 hours per year) your provider may be able to offer you a flexible model which allows you to claim your maximum entitlement allowance. Your providers will pro rata your entitlement across their billing period, so that you receive a fixed bill.

E.g. your child attends at least 570 hours per year at a provider that bills monthly

570 free hours / 12 months = 47.5 free hours per month plus charges for any additional hours

3. <u>Stretched Offer Model</u> – for providers open more than 38 weeks.

This is for families who **only** want to take up their extended entitlement and not pay for additional hours) at a provider that is open all year. There are two stretched offer models depending on how many weeks your provider is open across the year:

a. 48 week model e.g. at a childminder

Your child can attend for up to 11.75 hrs per week for 48 weeks per year without incurring charges for additional hours .

b. 51 week model e.g. at a full daycare provider

Your child can attend for up to 11 hrs per week for 51 weeks per year without incurring charges for additional hours.

Please note that for all of the above delivery models, your provider may charge for optional extras such as lunches and snacks but these should be agreed prior to taking up a place and should not be a condition of you accessing the funded entitlement.

If you are unable to get what you want at your chosen provider, the Families Information Service can advise on other suitable childcare providers on 01904 554444.