

# Privacy Notice

## What is a privacy notice?

A privacy notice is the statement that tells you who is collecting information about you and what it will be used for. This helps organisations to comply with the data protection law that requires personal data to be obtained for specified and lawful purposes.

## The Childcare Providers Privacy Notice

Childcare providers who deliver childcare to children aged 0-4 years old (including Free Early Learning) must collect information about each child in their care. This privacy notice informs you about:

- what information is collected about your child
- what the information is used for
- whom the information is shared with.

## What information do we collect?

When a child is registered with a childcare provider, we collect the child's:

- full name (legal and chosen)
- date of birth
- gender
- home address including postcode
- ethnicity
- special educational needs requirements.

Whenever your child attends our facility we will also monitor and record the following:

- attendance
- attainment
- physical development.

## What the information is used for

The information we collect is used to help us monitor your child's progress and achievements during their time spent with us, and identify any additional educational or early years services that can be offered to support your child's overall development and help prepare your child for school.

## Who is my information shared with?

As your childcare provider, it is our responsibility to forward your children's registration details to the Local Authority (LA) – in our case Sheffield City Council. Sheffield City Council will use this information to carry out a number of activities. These include:

- making an assessment of any special educational needs a child may have
- calculating Free Entitlement Funding received by childcare providers
- informing the Childcare Sufficiency Assessment - ensuring that there is sufficient childcare being offered throughout the city to meet its needs.

Families with children taking up free early learning will be registered with their local children's centre if they have not previously registered. If you wish to opt out of children's centre membership then please contact: Jo Bunting, [jo.bunting@sheffield.gov.uk](mailto:jo.bunting@sheffield.gov.uk) or by telephone: 0114 2813758.

Sheffield City Council will share its information with organisations processing information to administer children's services. These may include:

### 1. Qualifications and Curriculum Development Agency (QCDA)

The role of the QCDA is to develop the curriculum, improve and deliver assessments, and review and reform qualifications, to help ensure that everyone can get the knowledge, skills and qualifications they need.

The QCDA uses information concerning children to conduct national assessments such as the Foundation Stage Profile. All providers of education and care to children from birth to the age of five follow the standards set in the early year's foundation stage (EYFS) framework and it is the role of QCDA to ensure its success.

### 2. Office for Standards in Education, Children's Services and Skills (Ofsted)

Ofsted assesses the quality of children's services for each local authority annually. It regulates the services being provided in the care of children and young people. Ofsted don't process any information about individual children, but it does use information about the achievement of groups of children to help make decisions about the quality of education in Early Years Settings.

### 3. Department for Education

The Department for Education may use information concerning children and pupils for research and information purposes to allocate funding, to inform, influence and improve education policy and to monitor the performance of the education and children's services as a whole.

Information concerning children is fed back to the LA for a variety of purposes including data checking exercises and self-evaluation analysis.

## **If you wish to access the personal data held about your child**

Children have certain rights under the Data Protection Act 1998, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child, please contact the relevant organisation in writing:

**Sheffield City Council** (team dealing with Free Early Learning data)  
CYPF Performance & Analysis Service (Commissioning Support Team)  
Level 7, West Wing, Moorfoot Sheffield S1 4PL

### **QCDA**

Freedom of information and data protection officer  
53- 55 Butts Road, Earlsdon Park, Coventry CB1 3BH

### **Ofsted**

Piccadilly Gate, Store Street, Manchester M1 2WD Tel: 0300 123 1231

### **Department for Education**

Castle View House, East Lane, Runcorn, Cheshire WA7 2GJ

To fulfil their responsibilities under the Data Protection Act the organisation may, before responding to this request, seek proof of the requestor's identity and any further information required to locate the personal data requested.

The Information Commissioner's Office (ICO) may also be of interest. The ICO is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals. Contact details:  
Information Commissioner's Office - <http://ico.org.uk/>  
Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF