

## Privacy Notice for parents requiring help to find childcare

### What information do we collect?

- Name, telephone numbers, email address
- Type and location of childcare required
- When childcare is required e.g. days and times of the week
- Name and age of child(ren)
- Additional needs of child (if relevant)
- School child attends and if a drop off and pick up service is required (if relevant)

### How do we collect this information?

- Telephone
- Email
- Online form
- Face to face

### What do we use your information for?

- To help find childcare to meet your needs
- To monitor our performance
- To meet the council's statutory duties

### Who do we share your information with?

To provide appropriate services to meet your needs we may share some of your information with other relevant services within the Council.

### Where do we store your information?

Information is kept on a secure database which only authorised officers within the Council have access to.

### How long do we keep your information?

We will keep your information for a period of six months from the date of the last contact, after this time your information will be anonymised.

### 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 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 (section 12) which places a duty on English local authorities to provide information, advice and assistance to parents and prospective parents.

### **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 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 telephone 01484 221000.