

The information that we collect, hold and share includes:

- Your child's information (such as name, date of birth, gender, ethnicity and address).
- 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.
- The early years setting(s) your child attends and has attended.
- How many hours your child is attending each setting, how many free hours your child is claiming at each setting, the dates when your child started and finished claiming their free entitlement at each setting.
- Parent/guardian information if your childcare provider is applying for additional funding such as early years pupil premium or the extended free entitlement (such as name, date of birth, National Insurance Number or National Asylum Support Service number).
- The eligibility basis for the free entitlement for two years olds and early years pupil premium such as economic reasons or other reasons which may include if your child is subject to a child in need or child protection plan, or is in the care of the local authority, or has left care due to a special guardianship order, child arrangements order or adoption.

Who we share your information with and why

We share your child's information with the Department for Education (DfE) so that we can claim early years funding from the DfE. We also share your information and your child's information with other Council departments such as the Information Unit to eliminate the risk of fraud and for statistical purposes.

If you live outside Kirklees and your child uses their free early education and childcare entitlement at a Kirklees School or Childcare provider we also share your child's information with the local authority that you live in. This is to safeguard public funds and to eliminate the risk of fraud.

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 about your child is required by law, some of it is provided 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

Your information and your child's information will only be kept for a specific amount of time in order to comply with statutory requirements after which it will be securely destroyed. We will hold your information in line with our Retention Policies in order to ensure we only keep your information for as long as it is needed. In some instances, where multiple amounts of information are stored within our electronic records system with different retention periods we will need to keep all your child's information for the longest specified amount of time.

We also ensure that only members of staff with a legitimate reason to access your information have permission to do so.

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

If you would like further information about this privacy notice please contact 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 or phone 01484 221000.