

Privacy Notice Template

This template is provided by Hertfordshire County Council. Please note however that as the Data Controller for the information that is being gathered **St Hilda's School Harpenden Ltd** is responsible for ensuring that the information contained in the Privacy Notice is accurate and that it complies with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Further information and advice can be found at <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-be-informed/>

Why we need your information

The data on this form is being gathered for the purpose of delivering free early education.

St Hilda's School Harpenden Ltd is obliged to collect and process this data under the Education Act 1996 and the Childcare Acts of 2006 and 2016, including The Education (Information About Individual Pupils) (England) Regulations 2013.

The information you have provided will be used alongside additional information obtained from your current and previous early years education applications where applicable. This will include attainment information to monitor progress of each child against the Early Years Foundation Stage.

What we will do with your information

St Hilda's School Harpenden Ltd will use the information gathered in this form to agree the childcare services to be provided to your child. In order to deliver this service we will share the information you provide on this form with the Early Years Service team (Children's Services) of Hertfordshire County Council to assess your eligibility for free early education entitlements and to derive statistics which inform decisions such as the funding of schools and early years providers.

Attainment information will be summarised and then used to target support in identified areas of need across Hertfordshire. This is to improve outcomes and ensure that early years services are accessible to all families.

Details of the Council's Privacy Policy can be found at www.hertfordshire.gov.uk/privacy

Information will also be shared with The Department for Education (DfE) for statutory returns, other departments in Children's Services and your local Family Centre, who support the local authority by assisting families to access the services they are entitled to.

We may also share information with third parties if we are legally obliged to do so, for example if it is necessary to safeguard or protect a child.

We may also share information with the police or other agencies if it is necessary for the following purposes:

- a) the prevention or detection of crime
- b) the apprehension or prosecution of offenders
- c) the assessment or collection of any tax or duty or any imposition of a similar nature

Parent declaration form – free early education and childcare for two, three and four year olds

How long we will keep your information

The information that you supply to us will be kept on file by **St Hilda's School Harpenden Ltd** for 3 years after the child leaves the setting, at which point it will be disposed of securely. Information shared with the local authority will be retained for 25 years after its creation, at which point it will also be disposed of securely.

What are your rights?

St Hilda's School Harpenden Ltd will be the Data Controller for this information. You have the following rights in relation to this data.

- You have the right to be informed about what information we hold about you and how we use it.
- You have the right to request copies of any information we hold about you by making a subject access request.
- If information we hold about you is factually inaccurate you have the right to have it corrected.
- You have the right to object to the way we are using your data.
- You have the right to request that your data is deleted. However we may be unable to delete your data if there is a need for us to keep it. In this case you will receive an explanation of why we need to keep the data.
- You can also request that we stop using your data while we consider a request to have it corrected or deleted. There may be some circumstances in which we are unable to do this however we will provide an explanation if this is the case.
- In certain circumstances you may also request data we hold about you in a format that allows it to be transferred to another organisation.
- In the event that decisions are taken using automated processes you have the right to request that these decisions are reviewed by a member of staff and to challenge these decisions.

If you would like to request copies of your data, request that your data is deleted or have any other queries in relation to data which **St Hilda's School Harpenden Ltd** holds about you please contact office@sthildasharpenden.co.uk

If you are unhappy with the way that **St Hilda's School Harpenden Ltd** has used your data or with the way we have responded to a request you also have the right to contact the Information Commissioner's Office www.ico.org.uk .

Clarification for eligibility funding

As detailed in the Childcare Act (2006), childminders are not able to claim funding for their own children, grandchildren or for any member of their family through blood or marriage. This will be actively monitored by Hertfordshire County Council and if there is enough evidence to confirm that funding has been claimed contrary to these regulations, it will be refused and reclaimed if necessary.

Parent declaration form – free early education and childcare for two, three and four year olds

Section A – Family Information

Your child is entitled to 570 hours free early education per year which they can access with a nursery school/class, pre-school, day nursery or childminder. The free early education hours can be split between two providers as long as both agree to the split. The number of hours accessed must not exceed the total allowed in that funding period. If your child is three or four you may be able to access an additional 570 hours of free childcare (known as 30 hours free childcare); eligibility criteria apply. If you are eligible the total of 1140 hours may be split over a maximum of three providers on a maximum of two sites per day.

Child Details (main) Boxes marked with a * are mandatory.

First name*										
Middle name(s)										
Surname*										
Gender*										
Date of birth (DoB)*										
National Health number (NHS No.) (must start with 6 or 7)*										
Ethnicity*										
Address* (with postcode)										
SEN provision (please tick one)	Education Health & Care Plan (EHCP)		SEN Support							
	None									

Child Details (additional)

Two year old funding code (if applicable)			/							
<i>The following are only required if accessing a 3 & 4 year old place or 30 hours free childcare</i>										
30 hours free childcare voucher code (if applicable)										
Early Years Pupil Premium (EYPP) extended criteria (please only tick one if applicable)	Child adopted			Child Arrangement Order						
	Child Looked After (i.e. in Foster Care)			Special Guardianship Order						
In receipt of disability living allowance (DLA)	DLA form reference No.									
	YES <input type="checkbox"/>	NO <input type="checkbox"/>	DLA form expiry date							

Parent declaration form – free early education and childcare for two, three and four year olds

Parent / Carer Details

This information is required to confirm eligibility for Early Years Pupil Premium (EYPP) and 30 hours free childcare entitlement.

	First Parent/Carer	Second Parent/Carer
First name		
Surname		
Date of birth (DoB)		
National Insurance Number (NI No.) e.g. AB123456C		
National Asylum Support Service (NASS) number (YYMMNNNNN)		

Section B – Provider Information

Provider 1	
Name: _____	No. free hours attended per week: _____
Contact number: _____	
Provider signature: _____	Date:
Provider 2	
Name: _____	No. free hours attended per week: _____
Contact number: _____	
Provider signature: _____	Date:
Only complete details for Provider 3 below if you are accessing any additional hours of free childcare in the 30 hours free childcare scheme across more than 2 providers.	
Provider 3	
Name: _____	No. free hours attended per week: _____
Contact number: _____	
Provider signature: _____	Date:

30 hours free childcare declaration

If your child is splitting their 30 hours free childcare entitlement across two or more providers please nominate the main provider where the local authority should pay the first 15 hours to

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Disability Access Fund declaration

If your child is eligible for the Disability Access Fund (DAF) and is splitting their free entitlement across two or more providers please nominate the main provider where the local authority should pay the DAF to *(if your child changes provider in the year the funding will remain with the provider you have selected below).*

Section C - Parent declaration - to be signed by parent/carer once each year unless changes occur

Please complete this section with your provider

Autumn funding period (1 September – 31 December)			
Funding Period	2 Year old	3 & 4 Year old	30 hours free childcare
Start Date			
No. of days per week			
Total hours per week			
Total free hours per week (max 15 per scheme)			
No. of weeks (e.g. 14 for term time)			

Spring funding period (1 January – 31 March)			
Funding Period	2 Year old	3 & 4 Year old	30 hours free childcare
Start Date			
No. of days per week			
Total hours per week			
Total free hours per week (max 15 per scheme)			
No. of weeks (e.g. 11 for term time)			

Summer funding period (1 April – 31 August)			
Funding Period	2 Year old	3 & 4 Year old	30 hours free childcare
Start Date			
No. of days per week			
Total hours per week			
Total free hours per week (max 15 per scheme)			
No. of weeks (e.g. 13 for term time)			

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Parent/carer declaration	
I confirm that my child _____ is attending the early years provider(s) for the free hours detailed above.	
I understand how the free early education hours will be delivered for my child. If my child is receiving a stretched offer and reverts to the term time offer, the number of free hours available each week may be affected.	
I will make every effort to ensure my child attends the free hours claimed for. I am aware that to continue receiving 30 hours free childcare, that I need to recheck my voucher code every 3 months as a minimum (by the end of each funding period to ensure it remains valid for the following period).	
Name* :	Date:
Signature*:	

Any changes to the declaration must be noted below and signed by the parent/carer during the year	
Name* :	Date:
Signature*:	
Name* :	Date:
Signature*:	
Name* :	Date:
Signature*:	