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

Privacy Notice

Why we need your information

The data on this form is being gathered for the purpose of delivering free early education. Hertfordshire County Council will use this information to carry out specific functions for which we are responsible.

Hertfordshire County Council 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 to us 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

The information you give us will be held by the Family Services Commissioning team (Children's Services) of Hertfordshire County Council and will only be used 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.

In order to deliver this service we will share the information you provide on this form 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 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

How long we will keep your information

The information that you supply to us will be kept on file by the local authority for 25 years after its creation, at which point it will be disposed of securely.

What are your rights?

Hertfordshire County Council 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 the Council holds 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 the Council holds about you please contact the Data Protection Team.

Data Protection Team
Hertfordshire County Council
County Hall
Pegs Lane
Hertford
SG13 8DQ
Tel: 01992 588099
Email: data.protection@hertfordshire.co.uk

You can also contact our Data Protection Officer at dataprotection.officer@hertfordshire.gov.uk or in writing to the address above.

If you are unhappy with the way that Hertfordshire County Council 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