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 (hereby known as your provider), 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.

Your provider 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 application where applicable. This will include attainment information to monitor progress of each child against the Early Years Foundation Stage.

You might be contacted to gather feedback on free early education and/or current/future childcare.

What we will do with your information

Your provider 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 (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 https://www.hertfordshire.gov.uk/about-the-council/legal/privacy-policy/privacy-policy.aspx

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

How long we will keep your information

The information that you supply to us will be kept on file by your provider 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?

Your provider 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 your provider holds about you, please contact

Mrs D. Taylor, Business Manager, bmanager@sthildasharpenden.co.uk

If you are unhappy with the way that your provider 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.

The free early education entitlements stop at the beginning of the term your child starts in reception class (or reaches compulsory school age, if later i.e. the start of the school term following the 5th birthday).

Section A – Family information

Your child is entitled to 570 hours free early education per year across the 38 weeks of school term time. This can be accessed through any approved childcare provider in Hertfordshire. The free early education hours can be split between two providers, where both agree, and that the number of hours accessed does not exceed the total allowed in that funding period. Some children can 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.

NB: All free early education in a single day has to be offered in one continuous session, there cannot be a 'paid for' break between sessions in the same day.

Using your free childcare hours in the school holidays

Choosing to use your free childcare hours in the school holidays as well as during term time is referred to as the stretched offer. Not all providers offer this, but if they do and you feel it is a more suitable option for your circumstances then you need to consider the following points:

- Whilst you still get 570 hours per scheme in total across the year, the maximum number of weekly hours available to you is reduced as you are accessing the entitlement over more than the standard 38 weeks. Typically, this will be around 11 or 12 hours per week, but your provider will confirm the exact figures to you.
- A stretched offer model must be applied for a full year to ensure that you can access the full number of hours you are entitled to.

Child details

Boxes marked with a * are mandatory

For office use only

First name*

Middle name (s)*

Surname*

Date of birth* (dd/mm/yyyy)

/ /

Gender*

National health number (NHS)* (must start with 7)

7

Ethnicity*

Address* (with postcode)

SEN provision (please tick one)

☐ Education Health Care Plan (EHCP) ☐ SEN Support ☐ None

Tax Free Childcare code

T F C

Two year old funding code

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The following are only required if accessing a 3 & 4 year old place or 30 hours free childcare

30 hours free childcare code (if applicable)

Early Years Pupil Premium (EYPP) extended criteria (please only tick if applicable)

☐ Adopted ☐ Child arrangement order ☐ Child looked after

☐ Homes for Ukraine scheme ☐ Special guardianship order ☐ None

In receipt of disability living allowance (DLA)

DLA form reference number

DLA form start date (dd/mm/yyyy)

DLA form expiry date (dd/mm/yyyy)

Parent/carer details

This information is required to confirm eligibility for Early Years Pupil Premium (EYPP) and 30 hours free childcare entitlement. The Early Years Service may contact parents/carers by email to gather feedback on the free early education entitlements and/or current and future childcare to ensure sufficiency.

Parent 1

Email

First name

Surname

Date of birth (dd/mm/yyyy)

National Insurance Number

National Asylum Support Service (NASS) number (YYMMNNNN)

Parent 2

First name

Surname

Date of birth (dd/mm/yyyy)

National Insurance Number

National Asylum Support Service (NASS) number (YYMMNNNN)

Section B – Free early education offer - First funding period

Please complete this section with your provider

- Autumn funding period (1 September – 31 December) - 14 weeks term time offer
- Spring funding period (1 January – 31 March) – 11 weeks term time offer
- Summer funding period (1 April – 31 August) – 13 weeks term time offer

Is this a 'Stretched offer'? ☐ Yes ☐ No If yes, how many weeks across the year? ☐☐

	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 (for the term)			

Breakdown of weekly free hours/sessions offered

For each day, enter the start and end time for the free entitlement session(s) for this child. Do not included sessions paid for by the parent/carer.

	2 year old	3 & 4 year old	30 hours free childcare
Day of Week	Start & end times	Start & end times	Start & end times
Monday		08.30 - 11.30	
Tuesday		08.30 - 11.30	
Wednesday		08.30 - 11.30	
Thursday		08.30 - 11.30	
Friday		08.30 - 11.30	

Second funding period

- Only complete second funding period if there are changes to the hours attended

Please complete this section with your provider

- Autumn funding period (1 September – 31 December) - 14 weeks term time offer
- Spring funding period (1 January – 31 March) – 11 weeks term time offer
- Summer funding period (1 April – 31 August) – 13 weeks term time offer

	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 (for the term)			

Breakdown of weekly free hours/sessions offered

For each day, enter the start and end time for the free entitlement session(s) for this child. Do not included sessions paid for by the parent/carer.

	2 year old	3 & 4 year old	30 hours free childcare
Day of Week	Start & end times	Start & end times	Start & end times
Monday		08.30 - 11.30	
Tuesday		08.30 - 11.30	
Wednesday		08.30 - 11.30	
Thursday		08.30 - 11.30	
Friday		08.30 - 11.30	

Third funding period

- Only complete third funding period if there are changes to the hours attended

Please complete this section with your provider

- Autumn funding period (1 September – 31 December) - 14 weeks term time offer
- Spring funding period (1 January – 31 March) – 11 weeks term time offer
- Summer funding period (1 April – 31 August) – 13 weeks term time offer

	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 (for the term)			

Breakdown of weekly free hours/sessions offered

For each day, enter the start and end time for the free entitlement session(s) for this child. Do not included sessions paid for by the parent/carer.

	2 year old	3 & 4 year old	30 hours free childcare
Day of Week	Start & end times	Start & end times	Start & end times
Monday		08.30 - 11.30	
Tuesday		08.30 - 11.30	
Wednesday		08.30 - 11.30	
Thursday		08.30 - 11.30	
Friday		08.30 - 11.30	

Section C – splitting your free early education

Please note, all free early education providers must agree on the hours claimed.

Does your child attend another childminder/day nursery/pre-school/school nursery for their free early education? ☐ Yes ☐ No

If yes, name?

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.

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).

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* (dd/mm/yyyy)

__ __ / __ __ / __ __ __ __

Signature*

Any changes to the declaration must be noted below and signed by the parent/carer during the year