



CHILDCARE UNIT PRIVACY NOTICE TO DELIVER THE CHILDCARE OFFER

Personal data is any information that relates to a person who can be directly or indirectly identified from the information. The terms 'personal information' and 'personal data' are used throughout this privacy notice and have the same meaning.

To ensure that the Council treats personal information correctly, we seek to adhere in full to the requirements of Data Protection legislation.

The purposes for which we use your personal data:

Ceredigion County Council – Childcare Unit have been commissioned by Welsh Government as a 'Delivery Authority' to administer the Childcare Offer Programme. This is on behalf of the following four Local Authorities - Ceredigion, Carmarthenshire, Powys and Pembrokeshire.

Ceredigion are responsible for managing the application process for parents/carers via an on-line application form. Welsh Government have issued the information we are required to collect in the processing of applications to check parent eligibility.

The application must be submitted to Ceredigion County Council by the parent/carer responsible for the child.

Your information will be used to:

- Determine the eligibility of working parents to access the Childcare Offer;
- To enable accurate payments to be made to childcare providers;
- Evaluate the use of the Childcare Offer;
- Support improvements to the Childcare Offer;
- To inform grant funding to local authorities in future years;
- To support wider research into supporting parents into employment;
- To evaluate the impact of the project on individuals who take part;
- To evaluate the impact of the project on childcare providers.

The lawful basis for the processing of your information is:

- The collection and processing of this data is necessary to perform a public task (the provision of the Childcare Offer on behalf of Welsh Government). The Childcare Offer is provided to meet a task established by section 60 of the Government of Wales Act 2006.

Where special category data is processed, the lawful basis shall be:

Article 9 (g) Reasons of substantial public interest (the public interest processing conditions shall be statutory or government purposes, and equality of opportunity or treatment)

(j) statistical purposes (legislation as above)

What if you do not provide personal data?

If you do not give us the information we need when we ask for it, this will result in us not being able to assess your eligibility to receive the Childcare Offer.

What type of information do we use?

When applying for the Childcare Offer a parent account is created through the Council Customer Relationship Management (CRM) System known as Clic. All of the data collected as part of the application will be held in a database on a server located within our secure network. Uploaded documents are held in a separate, secure document server. The servers and database are backed up regularly and access is controlled via individual usernames and passwords. A unique reference number is generated for each child as part of the process. This allows us to track a child through the system without having to use the child's name. Ceredigion County Council are responsible for security and maintenance of the Childcare Offer system.

We collect the following types of personal data about you to deliver this service, depending on your circumstances:

Parents of children taking up the childcare offer- Eligibility checking

Local authorities ask for details of you, as either the parent or carer of such child, or children and the children receiving services under the childcare offer to check your eligibility to receive the offer against eligibility criteria as set by the Welsh Government. This includes;

- Your working hours and wage
 - This information is also passed to Welsh Government by the Local authority anonymously, which means this data will **not** include your name or that of your child.
- The date of birth of the child you are applying to receive the childcare offer for
 - This information is also passed to Welsh Government by the Local authority anonymously, which means this data will **not** include your name or that of your child.
- Your address
 - Your postcode is passed to Welsh Government by the Local authority anonymously, which means this data will **not** include your name or that of your child.
- Information about benefits you are claiming that may entitle you to the childcare offer
 - This is **not** passed to the Welsh Government.



Parents / Carers of, and children taking up the childcare offer

Local authorities provide details of you, as either the parent or carer of such child, or children and the children receiving services under the childcare offer from them to Welsh Government, and this includes:

- Data about your child and you as the parent(s)/carer(s);
 - Gender
 - Date of Birth
 - Postcode
 - Local authority
 - Ethnicity
 - Whether your child has a special educational need (SEN)/Additional Learning Need (ALN)
 - Your salary information
 - Your average weekly hours worked
 - Whether you accessed any Flying Start services – no information on what services collected

- Basic details of the services provided to you and your child prior to taking up the childcare offer;
 - Your rating of affordability of childcare prior to taking up the childcare offer
 - Your monthly average spend on childcare prior to taking up the childcare offer
 - The number of hours of paid childcare you used on average each week prior to taking up the offer
 - The number of hours of unpaid childcare you used on average each week prior to taking up the offer

- Basic details of the services provided to you and your child in taking up the childcare offer;
 - The number of hours you have applied for the child under the childcare offer
 - The number of hours your child attends the hours booked under the childcare offer
 - The language provision of the childcare your child is accessing
 - Your preference of language provision for your child to access the offer
 - Your child's attendance at Foundation Phase Nursery Provision
 - The Care Inspectorate Wales (CIW) register number of the childcare provider(s) you are accessing the childcare offer at

Childcare providers delivering services under the childcare offer

Local authorities provide details of you as a provider delivering services under the childcare offer to Welsh Government, and this includes:



- Your contact details including – name, telephone number, email address and postal address and Care Inspectorate Wales (CIW) registration number
- The language provision of your setting as self-declared to the local authorities and to Care Inspectorate Wales (CIW)
- The number of hours that each child receiving the childcare offer in your setting have booked with you and how many hours they have actually attended
- Any additional costs which parents have incurred through taking up the offer at your setting including; food costs, travel costs, and any additional hours they take up at your setting on top of the childcare offer.

Do we use information received from other sources?

If further information is required to enable us to process an application, we may obtain information about you from other sources such as:

- Employers
- Accountants
- HMRC
- Other Council Departments

The following types of personal data are obtained:

Parent Applications:

- Name;
- Address;
- Date of birth;
- Gender;
- Unique reference number;
- Telephone number;
- Email address;
- Your family composition;
- Your financial circumstances;
- Employment details;
- National Insurance Number;
- Your racial or ethnic origin;

Child's details:

- Name;
- Date of birth;
- Birth Certificate Number;
- Address;
- Childcare provider;
- Foundation Phase Nursery provider;
- Accessed Flying Start;



- ALN support required;
- Looked After Child;
- Care Order.

Childcare Providers

To provide this service, we collect information directly from you but also receive information from the following sources:

- Care Inspectorate Wales (CIW)
- Family Information Service (FIS)

The following types of personal data are obtained:

- Name;
- Address;
- Telephone number;
- E-mail address;
- CIW registration number;
- Bank details.

How long we will keep your information

Parents (and children) who take up the Childcare Offer:

- Proof of eligibility evidence will be deleted from the system within 21 days of the end of the final term for which the child is eligible for the Childcare Offer.
- Other data will be deleted from the system within 18 months of the end of the final term for which the child is eligible for the Childcare Offer.

Parents (and children) who are successful in their application but do not take up the Childcare Offer:

- Within 21 days of the end of the final term for which the child is eligible for the Childcare Offer

Parents (and children) who are unsuccessful in their application:

- Within 21 days of either (i) the end of the allowable period to lodge an appeal, or (ii) the end of the formal appeals process, if such an appeal is made.

Providers registered to deliver the Childcare Offer:

- Within 18 months after providers de-register to deliver the Childcare Offer

Transferring your information abroad

Your information will not be transferred outside the United Kingdom.

Who your information may be shared with (internally and externally)?

We share your information with the following recipients:

Internally:

- Other Council departments - Finance Department Creditors and Debtors Team, Foundation Phase Nursery (Schools Admissions Team)
- IT Software Support partners – any access will only be for resolving any technical issues with our systems and any viewing of data will be incidental

Externally:

- Engagement Authority Childcare Teams Carmarthenshire, Powys and Pembrokeshire County Council
- Welsh Government TalkChildcare Team
- Arad Research – Commissioned by Welsh Government to evaluate the project
- Other Government agencies such as other Councils, HM Revenues and Customs, Police, National Fraud Initiative, Welsh Audit Office
- Childcare providers – only to confirm your child's place

We must share some data to independent evaluators appointed by Welsh Government to enable evaluation of the impact of the Childcare Offer and assessment of the processes used to deliver it.

Where this dissemination includes data which could be used to identify individuals this will be approved and controlled by an appropriate Welsh Government data access agreement which will:

- Ensure secure transfer, storage and eventual destruction of the data.
- Limit the use to the specific requirement identified and allow the data to be stored for the duration of the research project;
- Anonymise any data collected through research tools at the earliest opportunity.

There are also other specific situations where we may be required to disclose information about you, such as:

- Where the Council is required to provide the information by law:
- Where disclosing the information is required to prevent or detect a crime
- Where disclosure is in the vital interests of the person concerned

Contact Us:

If you have any concerns or would like to know more about how the Childcare Unit is using your personal information please contact us in one of the following ways:

By e-mail: gofalplant@ceredigion.gov.uk

By Telephone: 01545 570881

By Post:



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