St.Helens Council

Privacy Notice

People's Services - Early Years Setting:

SHERDLEY PRIMARY SCHOOL

We, St. Helens Council, are the Data Controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you and your child. The data you provide is processed for the following purposes:

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, address, date of birth, unique reference number)
- Characteristics (such as ethnicity, language, nationality, country of birth, special educational needs, parents name, data of birth and national insurance number to verify qualification for 2-year-old funding, Early Years Pupil Premium, Free School Meals, and 30 Hours Childcare)
- Attendance information (such as hours and days attended)

Why we collect and use this information.

The lawful basis on which we use this information is.

- The Data Protection Act 2018 / GDPR
- To enable us to carry out specific functions for which we are responsible
- To determine the amount of FEEE Grant Payments
- To derive statistics which informs local authority decisions on funding
- To monitor, support and report on your child's development and progress.
- To monitor and assess how well the setting is doing.
- To provide appropriate pastoral care, and
- To provide the best possible support to children and families

Failure to provide this information will prevent funding being provided.

Storing child Data

We retain all child data in relation to FEEE for seven years in line with the local authorities financial and audit regulations.

Who do we share children's information with?

We routinely share children's information with:

- Early Years Childcare Providers

- The Department for Education (DfE)
- Bridgewater Community Healthcare NHS Trust
- Children's Centres
- HMRC
- School Admissions Section
- Police

Why we share children's information.

We do not share information about children accessing FEEE with anyone without consent unless the law and our policies allow us to do so.

We share child data with the Department for Education (DfE) and HMRC on a statutory basis. The data sharing underpins funding paid to the childcare providers in relation to the Free Early Education Entitlement.

Data collection requirements

If you require more information about how the LA and or DfE store and use this data, please go to the following websites.

- www.sthelens.gov.uk
- https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data
  https://www.gov.uk/data-protection

Requesting access to your personal data

If you want to receive a copy of the information about you that we hold/share or if you believe any of this information is incorrect, please contact:
Information Governance, Complaints & Compliance Team
Communications, Engagement and Reputation Management | St Helens Borough Council | PO Box 512 | St Helens | WA10 9JX

Email: dataprotection@sthelens.gov.uk

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- https://www.gov.uk/data-protection

Contact Details

If you have any concerns regarding the handling of data, please contact.

- Information Commissioners Office, Information Commissioner, Wycliffe House, Water Lane, Wilmslow, SK9 5AF
- Ofsted's Data Protection Officer, Alexandra House, 33 Kingsway, London WC2B 6SE, http://www.ofsted.gov.uk/
- Ministerial and Public Communications Unit Department for Education, Piccadilly Gate, Store Street, Manchester. M1 2WD, http://www.education.gov.uk/