

Privacy Notice: Durham County Council

Early Years Providers

This Privacy Notice tells you about what information we collect about you, how we use that information and who we share it with.

1. Who we are and what we do?

This Privacy Notice provides privacy information for early years providers in County Durham. Providers include:

- School nursery units and Maintained Nursery Schools
- Private, Voluntary and Independent nurseries
- Out of school clubs
- Childminders
- Prospective childcare providers

For more information see the [Durham County Council website](#).

For the purposes of Data Protection, Durham County Council is the Data Controller

2. What type of personal information do we collect and how do we collect it?

To provide services to you the Council will collect and hold information about you.

This may include:

- Basic details such as name, address, date of birth and contact details
- Dietary requirements and any information about accessible needs for training purposes.
- Financial information/bank details (to enable you to be funded)
- Relevant experience and qualifications
- Visit record notes including training, support and development requirements.
- Details of any events and services that you access through us, and feedback from those events and services.
- Information from Ofsted about registered settings

We collect information about you in the following ways:

Written and verbal communication

- From yourself
- From council officers
- From other professionals
- From OFSTED

3. What is our lawful basis to obtain and use your personal information?

To enable us to provide services to you, it is necessary for us to use your personal information. To do so we will use the following legal basis for processing your information:

- Legal obligation: processing is necessary for compliance with a legal obligation to which the controller is subject
- Public Task: processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

If there is any special category data, it would be processed under reasons of substantial public interest.

4. What is your personal information used for?

Information will be used for the following purposes:

- To support our statutory duty to ensure sufficient, sustainable early years and childcare places
- To enable us to provide support, training and development
- To enable us to provide you with funding and make payments
- To verify details of your OFSTED registration and inspection
- For submission of the annual early year's census to DfE
- Sharing information through the Family Information Service (with your consent)
- To safeguard adults and children
- To support children in relation to SEND
- To enable us to invite training course delegates to online training sessions and in some cases create delegate accounts on our e-learning platform.
- To enable us to contact training course delegates in relation to their participation in a training course.

Please note that delegate email addresses, provided at the point of booking a training course place, will be visible to other participants on all of these platforms. In some cases online training courses will be recorded and shared with other course participants for information (when this occurs it will be stated in the course outline within the training programme.)

5. Will your personal information be shared?

Sharing information may be required for us to meet our statutory duties or to provide you with relevant support.

We may share information with the following:

- Department for Education as we have a statutory responsibility to provide information about all early year's providers for the Annual Early Years Census and School census. This information is about the setting and numbers of children and not about individual practitioners.
- Ofsted
- Training providers that we commission to deliver learning and development opportunities
- Parents who are looking for early education and childcare places. This would be where you have provided consent for your details to be provided through the Family Information Service
- With other local authority partners and agencies

6. How do we keep your information secure?

The security of your personal information is important to us. The records we keep about you are secure and are confidential within the Council. The Council have a range of procedures, policies and systems to ensure that access to your records are controlled appropriately.

Anyone who receives information from us is also under a legal duty to only use the information for the purposes agreed and keep the information secure and confidential.

7. How long will we keep your personal information?

After we deliver a service to you, we must keep your information as a business record of what was delivered. The type of service you receive will determine how long we have to keep your information.

Our corporate retention guidelines show how long we keep information for different services.

Provider funding records	7 Years
Personal information about the provider such as name and contact details, records and visits	7 years after the setting closes.
Provider training records	7 years from end date of last training course undertaken or deregistration whichever is later.
Compliance visits and contact notes in relation to Ofsted or LADO	7 years from last date of contact.
Data that may be subject to another lawful basis, such as a legal requirement, might be held for a longer period than required under contract.	

8. Personal information processed outside of the European Union (EU)? We do not process your personal data outside of the EU

9. Marketing

At no time will your information be used or passed to others for marketing or sales purposes, or for any commercial use without your express consent.

10. What are your information rights?

Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right to:

- request a copy of the personal information the council holds about you
- have any inaccuracies corrected;
- have your personal data erased;
- place a restriction on our processing of your data;
- object to processing;

To exercise your rights, you can apply on line or download an application form from the [DCC website](#) or you can contact the data protection team at inforights@durham.gov.uk

To learn more about these rights please see the [ICO website](#).

11. Further Information

Our Data Protection Officer (DPO) provides help and guidance to make sure we apply the best standards to protecting your personal information. If something goes wrong with your personal information, or you have questions about how we process your data, please contact our Data Protection Officer at DPO@durham.gov.uk or write to:

DPO

Floor 4 Room 143-148,
Durham County Council
County Hall,
Durham County Council
DH1 5UF

If we have not been able to deal with your query, you can also contact:

Information Commissioner's Office

Wycliffe House

Water Lane Wilmslow

Cheshire

SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545 745