

## **2 Year Old Funding Privacy Notice (Windsor and Maidenhead)**

### **Introduction**

This privacy notice explains what types of personal data we may hold about you, how we collect it, how we use and who we may share information with. We are required to give you this information under data protection law.

Achieving for Children is registered as a data controller with the Information Commissioner's Office (ICO). [Registration number ZA045069.](#)

Some 2-year-olds in England are eligible for up to 15 hours a week (570 hours per year) of free early education and childcare. Achieving for Children's 2 Year Old Funding Team in Windsor and Maidenhead collects information assesses a child's eligibility for 2 year old funding.

### **Personal data we collect**

- personal identifiers and contacts (such as name, address, email address, telephone numbers, date of birth, gender, ethnicity)
- details of your child's education, health care plan (EHCP)
- financial information such as whether you are in receipt of income support, household income and child tax credit
- whether your child is in receipt of disability living allowance (DLA)
- eligible for support through part 6 of the Immigration and Asylum Act 1999.

### **How we use your personal data**

We use the personal information we collect from you about your child to assess the eligibility for 2 year old funding. We hold this personal information securely and use it to:

- assess your child's eligibility for funding
- support you in finding a suitable placement if required.

### **Lawful basis for processing your personal data**

We collect and use the information ensuring that we comply with the General Data Protection Regulation (GDPR) and Data Protection Act 2018 requirements for processing through:

- Article 6(1)(e) - processing is necessary to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law;

- Article 9(2)(g) - necessary for reasons of substantial public interest, on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguarding measures;

These articles under the GDPR and the DPA2018 are supported by the following specific legislation:

- Early Education and Childcare Statutory Guidance for Local Authorities (Department for Education, 2018)
- Childcare Act 2016
- Childcare Act 2006

Under this lawful basis Achieving for Children is required to ensure that all children who meet the eligibility criteria are able to take up a free place if their parent wants one.

### **Who we share your personal information with**

We will only share information where it is appropriate and legal to do so. Where this is necessary, we are required to comply with all aspects of the Data Protection Act 2018.

Depending on the individual circumstances of each situation, we may have to share this information with other teams within Achieving for Children to fulfil other duties and powers to support our work.

We may at times share information with our Commissioners (Windsor and Maidenhead Council).

### **How long will we keep your information?**

We only keep your personal data for as long as is required by law and in accordance with our [retention schedule](#).

### **Keeping your personal information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

Achieving for Children's email service has been configured to Government Digital Service and we encrypt and authenticate email in transit using Transport Layer Security (TLS) and Domain-based Message Authentication, Reporting and Conformance (DMARC). We will ensure that when we send emails containing your personal information they are sent using appropriate security measures to encrypt the data in transit. This may involve the use of a third party encryption tool where appropriate.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

### **Your rights and access to information**

Under data protection legislation you have the right to request access to the information that we hold about you. To request a copy of your data, please read the **Subject Access Requests** page on this website and then submit your request using your preferred method of contact.

You also have the right to:

- object to the processing of personal data that is likely to cause, or is causing, damage or distress
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- redress, either through the ICO, or through the courts

If you have any questions or concerns about the way we process personal data, please contact our Data Protection Officer: [dpo@achievingforchildren.org.uk](mailto:dpo@achievingforchildren.org.uk)

If you want to make a complaint about how we handle your personal data, we ask that you give our Data Protection Officer the opportunity to respond in the first instance but you are not obliged to do this. You can make a complaint directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer: [dpo@achievingforchildren.org.uk](mailto:dpo@achievingforchildren.org.uk)