

## Privacy Notice – Childcare Providers

Childcare providers who care for children (including Funded Early Learning) must collect information about each child and their parents and/or carers.

### How we will use your family's information.

We will share your information with Sheffield City Council (SCC) in order to:

- claim Funded Early Learning (FEL) funding for eligible 2, 3 and 4 year olds;
- check entitlement for Early Years Pupil Premium for 3 and 4 year olds;
- check entitlement for Free School Meals when your child begins school;
- check entitlement for Pupil Premium to support your child's learning at school.

The information we collect is also used to help monitor your child's progress and achievements, and to identify any additional services that could support your child's overall development and help prepare your child for school.

### The lawful basis on which we use this information.

We collect and use your family's data, under Article 6 of the Data Protection Act, in order to claim funding on your child's behalf as part of our contract with you, and data on ethnicity, under Article 9, with your consent on the basis of self-identification.

### If you choose not to share this data it will not be possible to claim any entitlement based funding to support your child.

To cease funding to support your child, write to Early Years Funding, Level 7, West Wing, Moorfoot Building, S1 4PL – or email [EYFELCensus@sheffield.gov.uk](mailto:EYFELCensus@sheffield.gov.uk)

### Who will have access to your information?

- 1. Department for Education (DfE):** SCC will share your family's information with the DfE to allocate funding that is distributed to childcare providers. Information about children is used for a variety of purposes including data checking exercises, self-evaluation, and influence and improve education policy and children's services.
- 2. Qualifications and Curriculum Development Agency (QCDA):** All providers of education and care to children from ages 0-5 follow the standards set in the early year's foundation stage (EYFS) framework.
- 3. Public bodies responsible for the administration or auditing of public funds:** SCC may use your information for the prevention and detection of fraud under its duty to protect the public funds it administers. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.
- 4. Office for Standards in Education, Children's Services and Skills (Ofsted):** Ofsted uses general information about the achievement of groups of children to help make decisions about the quality of education in Early Years Settings.
- 5. Educational Settings your child attends:** SCC will share details about your funding entitlements with current and future educational settings within Sheffield that your child attends

### How long will we keep your information?

We will keep your information in accordance with legal requirements: which typically is when your child reaches 25.

### What are your rights?

You have rights under Data Protection law including the right to withdraw consent. For further details about your rights, the contact details of our data protection officer and your right to make a complaint please see our data protection web page: [www.sheffield.gov.uk/privacy](http://www.sheffield.gov.uk/privacy)

