

Herefordshire Children Centre Services Privacy Notice

Herefordshire Council is the Data Controller for the information collected in relation to the Family Information Forms/Registration forms and any applications made for 2, 3 or 4 year old Nursery Education Funding. The legal basis for processing your information is your consent. Information that you supply to Herefordshire Children Centre Services or childcare provider may be shared with Health and Council Early Years Teams.

The local authority will use the information you provide in order to:

- Deliver our services and understand your needs
- Maintain and update your customer records or contact details
- Contact you where necessary in relation to the provision of this service
- Obtain your opinion and feedback about the services we provide
- Ensure that we fulfil our legal obligations

Your information may also be shared with other Local Authorities, Childcare Providers and the Department for Education for audit funding requirements or where there is a legal basis to do so. The information that you supply will be retained for 7 years after funding ceases in line with financial requirements.

Your rights

Under the Data Protection Act you have a right to make a request for a copy of some or all of your personal information we hold about you. We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate. Please help us to make sure that we have identified you correctly by letting us know when you change address or name, and tell us if any of your information we hold is wrong.

Your data will be held and processed in line with data protection legislation. If you feel that your data is being handled incorrectly, you should speak to your childcare provider in the first instance. You have the right to withdraw your consent at any time, however this may mean that it will no longer be possible to provide funding.

How to contact the Information Commissioner's Office

Further information about all aspects of data protection is available from the Information Commissioner's Office (ICO).

Contact details for the ICO are as follows:

The Information Commissioner Information Commissioner's Office Wycliffe House
Water Lane Wilmslow Cheshire SK9 5AF

Telephone: 01625 545745 Fax: 01625 524510 Email: mail@dataprotection.gov.uk Internet:

www.ico.org.uk