

## Provider Portal Privacy Notice

### Who are we?

Together for Children works on behalf of Sunderland City Council to deliver Children's Services in Sunderland.

We hold information about the children, young people, parents and carers who we provide services to. We look after this information carefully, and we always work to comply with relevant data protection legislation.

### What records do we keep?

Information is collected about children, parents and/or carers using a Provider Portal and is recorded in the secure online system.

We collect this information about parents and carers:

- Name and address
- Date of birth
- Gender
- Whether they have parental responsibility for the child that they are providing information about or making the application on behalf of
- Their relationship to the child
- National Insurance or National Asylum Support Service number

Children's details:

- Name and address
- Date of birth
- Ethnic origin and first language
- The childcare provider/s or early years providers that the child attends
- The number of hours that the child attends each childcare or early years provider
- Information relating to the child being in receipt of Disability Living Allowance

### Why do we need this information?

We keep information about children, parents/carers so that we can:

- Assess eligibility for Early Years Pupil Premium (EYPP)
- Assess eligibility for Disability Access Funding (DAF)
- Confirm eligibility to take-up 30 hour places (3&4 year olds)

- Monitor and report on the take-up of free early education for 2, 3 & 4 year olds and extended 30 hours places for 3 & 4 year old children
- Confirm eligibility to funding with early years childcare providers
- Return census information to the Department for Education in order to claim all the eligible early years funding
- Pay childcare and early years providers EYPP, DAF and EL funding for the children attending their setting
- Produce statistics of the take-up of funded childcare places
- Monitor and plan our services.

### **What laws apply to the information we hold?**

Together for Children will always have a lawful basis for using personal data.

We only request information that is required to assess whether families meet the criteria to access funding. This information is also used to enable Together for Children to receive the funding that is required to pay early years and childcare providers for provision taken by a child.

We process the information as:

- We have a legal obligation to process the data
- We are carrying out tasks in the public interest that are public functions set out in law
- Parents and carers have said it is okay for us to use their information.

Some of the information you provide to us from parents and carers is mandatory and some of it is provided to us on a voluntary basis with express permission from the parent. Each early years and childcare setting should ensure that a parental declaration form is completed and signed by the parent to demonstrate that their express permission has been sought to store and share their information.

### **Withdrawing consent**

Parents should be made aware that if they withdraw permission to share the information about their child/children then they would be unable to access an early education place for their child. This is because Together for Children (TfC) must share information with the Department of Education (DfE) about 2, 3 and 4 year old children so that money is paid to TfC to fund children's early years and childcare places.

Should the parents withdraw their permission to share information about themselves such as their date of birth, national insurance number or NASS number, or entitlement to Disability Living Allowance for their child, this could impact on the funding that is paid to the childcare or early years provider.

### **What information do we share?**

We will only share information with other people or organisations in line with the law. By law, the organisations we share information with have to keep it confidential and use it only for the purposes allowed.

We share information within Together for Children and Sunderland City Council to:

- monitor the take-up of services
- to make payments to childcare and early years providers
- for planning purposes so that families can receive the services they require

Information about eligibility to Early Years Pupil Premium and Disability Access funding is shared with early years and childcare providers so that they can plan and use the funding effectively to support children's learning and development.

We also are required to share information with the Department for Education (DfE) and Schools.

We may use the information for the prevention and detection of fraud in order to protect public funds. It may also be necessary to share this information with other bodies responsible for auditing or administering public funds.

If information is needed as part of a criminal investigation, or when we need to protect you or other people from harm, we may share parents, carers and children's information without consent.

### **How long do we keep records?**

We will only keep records as long as we have a business need for them, or as long as the law tells us to keep them. You can [click here](#) to see how long we records for.

### **Rights over individuals' information**

Under data protection legislation, individuals have the right to request access to the information we hold about them. If the requester is 12 years or over, we will usually consider them to be old enough to understand their rights and to make a Subject Access

Request, if they want to. If they are younger than 12, the parent / carer will normally have to make a request on their behalf.

To make a request for personal information, please contact:

Access to Files Team  
Sunderland City Council  
Corporate Services  
Civic Centre  
Sunderland  
SR2 7DN

Individuals also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using personal data, we request that you raise your concern with us in the first instance. You can contact Together for Children's Information Governance Officer, Jackie Weeks, on 0191 561 7926 or at [jackie.weeks@sunderland.gov.uk](mailto:jackie.weeks@sunderland.gov.uk)

The contact details of our Data Protection Officer are:

Data Protection Officer  
Civic Centre  
Burdon Road  
Sunderland  
SR2 7DN  
Telephone: 0191 520 5555  
Email: [data.protection@sunderland.gov.uk](mailto:data.protection@sunderland.gov.uk)

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>