

Privacy Notice for Parents with Children claiming Early Education Funding (EEF) in an RBWM Early Years Provider

This notice explains how we collect personal data, what we use it for, who we share it with and your rights.

Who are we –

We are a registered Royal Borough of Windsor and Maidenhead (RBWM) early years and childcare provider.

The lawful basis for processing the information –

Childcare Act 2006

Childcare Act 2016

Local Authority, (Duty to Secure Early Years Provision Free of Charge) Regulations 2014

The Childcare (Early Years Provision Free of Charge) (Extended Entitlement) Regulations 2016

How do we collect information from you –

We collect information from you, about you and your child/children, via a Parent Declaration Form.

What type of information is collected from you – *the information includes details about you and your child including name, address, contact details, ethnicity, date of birth, National Insurance number, hours your child attends and hours funded, 30 hour code (if applicable), and information relating to any benefits/allowances (if applicable) you receive.*

How we use the information you have provided – *the information collected is used by us to claim early years funding for your child/children from RBWM.*

Who has access to the information about you – *the information is held by us.*

Who we may share your information with – *we share information with the Early Years and Childcare Service, Achieving for Children, Royal Borough of Windsor and Maidenhead, Town Hall, St Ives Road, Maidenhead SL6 1RF.*

How long we store your information– *records are kept for 6 years.*

Your rights - *If you want to see a copy of the information we hold about you or your child please contact us. You have a right to complain to the ICO (Information Commissioner's Office) if you have any concerns about the way your data is handled.*



Providing children's services for the
Royal Borough of Windsor and Maidenhead

www.rbwm.gov.uk



Royal Borough
of Windsor &
Maidenhead