



Privacy Notice

Bristol City Council is the data controller for the purposes of the Data Protection Act 1998. The purpose of this Privacy Notice is to tell you about what information we collect about you when you use our service, how we use that information and who we may share it with.

1. What information we collect about you:

For you (and for a second parent/carer if you provide these details):	For your child/ren:
<ul style="list-style-type: none"> • Name • Date of birth • Country of birth • Relationship to child • Gender • Whether you have parental responsibility • Whether you have regular contact with your children • Whether you are pregnant and if so, your estimated due date • The name of your GP surgery • Whether you are a lone parent • Marital status • Your address and contact details including email and phone numbers • Whether you are currently working and details of your work status • Your spoken, preferred written and reading language and whether you are a BSL or Makaton user or require a translator • Whether social care are involved with your family and if so, whether your child is subject to a child protection plan, in care or a child in need and the name of our social worker • Your previous addresses during the past five years • Whether anyone in your household is working and if not, when the last person stopped working and the reasons • Your sexual orientation • Your ethnicity, religion and whether you have any disability and if so, details. • Your National Insurance Number or National Asylum Support Service Number (for the purposes of checking your eligibility for Early Years Pupil Premium) 	<ul style="list-style-type: none"> • Full legal surname (derived from family, clan or marital association) of the child. * • Full given first name of the child * • Date of birth * • Gender * • Country of birth * • Birth weight • Number of weeks breastfeeding • Primary carer • Spoken, written and reading language, BSL or Makaton user and whether a translator is required * • Whether registered with a dentist and up to date with vaccinations • Ethnicity * • Religion • Whether your child has any Special Educational Needs or Disability and if so, details. * • Number of hours attended that are funded by the local authority * • Number of hours attended that are un-funded by the local authority* • Your child's eligibility for Early Years Pupil Premium and the basis for the funding* • Your child's eligibility for Eligible 2-Year-Old funding and the basis for the funding* • Your child's current address and postal code* <p>*This information is collected for children who are aged, 2, 3 or 4 years old who attend an Early Years Setting (e.g. Childminder, Children's Centre or Nursery) and returned to the Department for Education via the Early Years Census</p>

2. What our legal basis for processing your data is:

We collect this information to enable Bristol City Council to perform its statutory duties under the Childcare Act 2006. The Childcare Act 2006 details the statutory responsibilities of Local Authorities when planning and providing services for families with young children. It also gives details of the guidance the Local Authority must follow when planning or providing Children's Centres.

3. How long we hold your information for:

Although Early Years services will only need to keep your information until your youngest child has transferred to secondary school, other partners with whom your information has been shared may have different retention policies that will apply to your information. Where we have shared your data with other Bristol City Council services, the general Bristol City Council retention schedule will apply and is available on the Bristol City Council website.

4. How we use your information:

The information you have provided will be stored on a database which can be seen by professionals involved in the planning, delivery and monitoring of services provided for families with young children.

The information will be used to plan what services should be available in your local area and to contact you to invite you to attend appropriate services to support you and your family.

Staff in Children's Centres and early years services need to work effectively with other partners in the area who are also delivering services to families with young children to be clear about who is supporting the family and what everyone is doing.

Children's Centre staff also need to know if you would like some help and support and whether you are getting any support from any other organisation.

5. Who we may disclose your information to and why:

The information you have provided will be shared with key partners such as health visitors and other health professionals, voluntary and community organisations, housing, social care, employment and training services.

This information is shared to enable all agencies who are supporting children and their families to work together to provide services to best meet the needs of families.

Some of the information you have given may be shared via the secure Connecting Care portal. To find out more about Connecting Care, how it works and what are your rights, visit www.bristolccg.nhs.uk/about-us/how-we-use-your-information/connecting-care

6. The right to withdraw consent at any time where relevant:

Where we process your information on the basis of consent you have the right to withdraw your consent at any time but this will not affect the lawfulness of processing based on consent before its withdrawal.

7. Your rights as the data subject:

You have the right to request access to your data and where data is found to be inaccurate to have that data corrected. In certain circumstances you have the right to have data held about you erased, or the use of it restricted, to object to processing as well as the right to have your data transferred to another data controller.

8. Access to your information:

You can ask to see what information we hold about you and have access to it. You can do this by contacting: Senior Data Protection Officer, Bristol City Council, ICT Commissioning and Information Governance, P O Box 3176, BRISTOL, BS3 9FS

9. The right to lodge a complaint with a supervisory authority:

You have the right to object to the processing of your information and to have any inaccurate information corrected. You also have a right of complaint to the Information Commissioner's Office (ICO) at www.ico.org.uk if you think we have dealt with your information in an inappropriate manner.

Note: This Privacy Notice could be subject to change at a later date should the type of data we need to collect change or should we need to share the data with new partner organisations. The most recent version of the Privacy Notice will be available on the Bristol City Council website.

Date: September 2017

Date for Review: September 2018