



Privacy Notice for Parents claiming Early Education Funding (EEF) at an Early Years Provider in the Royal Borough of Windsor & Maidenhead

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 & Maidenhead Early Years & Childcare Provider.

What is the Lawful Basis for processing this information?

Childcare Act 2006 & Childcare Act 2016

The 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 about you, about you and your child(ren), via a Parent Declaration Form.

What type of information is collected from you? The information includes details about you and your child(ren) including name(s), address, contact details, ethnicity, dates of birth, National Insurance number(s), funded hours and hours of attendance for your child(ren), Working Parents Entitlement Eligibility Code (if applicable), and information relating to any benefits and/ or allowances you may receive (if applicable, and for the purpose of determining Early Years Pupil Premium (EYPP) and/ or Disability Access Fund (DAF) eligibility for your child). We ask for legal proof of the date(s) of birth of your child(ren) e.g., passport or birth certificate, and this is recorded on the Parent Declaration Form. If the Early Learning for 2 Year Olds Funding is being accessed, we must have sight of the letter of confirmation of the funding from the Local Authority. For the DAF to be claimed, we must have sight of the eligible child's Disability Living Allowance (DLA) award letter, which has to be emailed to the Local Authority for the DAF claim to be processed.

How do we use the information provided? The information collected is used by us to enter details onto the Synergy Provider Funding Portal to be able to claim Early Education Funding for your child(ren) from the Local Authority.

Who has access to the information about you? The information is held securely by us. We only share the information with the Early Years Team, Achieving for Children, The Royal Borough of Windsor & Maidenhead, Town Hall, St Ives Road, Maidenhead, SL6 1RF

How long do we store your information for? Records are kept for 7 years.

What are your rights? If you wish to see the information we hold about you or your child(ren), please contact us. You have the right to contact the Information Commissioner's Office (ICO) if you have any concerns about the way your data is handled –

<https://ico.org.uk/>