



# Early Learning and Childcare Facebook Group Privacy Notice

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### **(Early Learning and Childcare Facebook Group Privacy Notice)**

Wigan Council (“a data controller”) is committed to protecting the privacy and security of your personal information.

The Early Learning and Childcare Team is responsible under the Childcare Act 2006 to ensure all children are able to take up their free hours in a high quality setting.

Our core obligations under the general data protection regulations (GDPR) and commitments are set out in the [Council’s primary privacy notice](#).

The Early Learning and Childcare Facebook Group is for Childcare providers as a means of sharing information locally and nationally. We have a Community Policy in place that members agree to before posting and joining in.

#### **This notice provides additional privacy information for:**

- Early Years Practitioners

#### **It describes how we collect, use and share personal information about you:**

- Before, during and after your relationship with us ends and
- The types of personal information we need to process, including information the law describes as ‘special’ because of its sensitivity.

It is important that you read this notice, together with any other privacy information so that you are aware of how and why we use your personal information.

#### **We collect Special Information;**

The law treats some types of personal information as ‘special’ because the information requires more protection due to its sensitivity. This information consists of;

- Racial or ethnic origin
- Sexuality and sexual life
- Religious or philosophical beliefs
- Trade Union membership
- Political opinions
- Genetic and bio-metric data
- Physical or mental health
- Criminal convictions and offences

#### **Purpose(s)**

The main purposes for processing your personal information are:

- To support the improvement of the Quality of Early Years Provision in the Wigan Borough.
- To disseminate good practice with regards to high quality Early Years Provision.

### Categories of personal data

In order to carry out activities and obligations around our Early Years Facebook page we process personal information in relation to:

- Personal 'Public' Facebook information.
- Any posts that are shared on the group page.
- Information outlined in the Facebook community posting policy.
- The answers to the 3 joining questions.

### Special Categories

N/A

### The legal bases we rely on for processing your personal information are:

- **Childcare Act 2006**

### AUTOMATED DECISION-MAKING

All the decisions we make about you involve human intervention.

### COOKIES

To find out how we use cookies please [see our cookie notice](#).

### DATA SHARING

In addition to the general reasons for information sharing described in the Council's primary privacy notice:

Individual members are responsible for sharing their own information. All posts are approved by an admin member to ensure suitability.

### DATA RETENTION

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any future legal, accounting, or reporting requirements.

We must continue to retain necessary information in accordance with our corporate records policy to fulfil legal, statutory and regulatory requirements.

### RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

- You have the right to ask for your information and there will not be a charge for you to do so. This is known as a [subject access request](#) and we act in accordance with this policy.
- To ask for your information to be corrected if it is inaccurate or incomplete.
- To ask for your information to be deleted or removed where there is no need for us to continue processing it (right to be forgotten).
- To ask us to restrict the use of your information.

- To ask us to copy or transfer your information from one IT system to another in a safe and secure way without impacting the quality of the information.
- To object to how your information is used.
- To challenge any decisions made without human intervention (automated decision making).

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is in our view unreasonable or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

### **RIGHT TO WITHDRAW CONSENT AT ANY TIME**

Where the legal reason for processing your personal information is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of our processing prior to the withdrawal of your consent.

If you wish to withdraw consent you can 'leave' the group and notify a member of the Early Years Facebook Organisation group if you wish to have previous posts deleted.

### **YOUR RIGHTS**

In addition to the above you have legal rights in relation to your personal information. You have a right to be informed about how and why your personal information is being processed. This notice fulfils that obligation.

Full details are contained within the [Council's Primary Privacy Notice](#) and should be read before consenting to this document.

To ask for access to your information you should contact a member of the Early Years Facebook Organisation Group on 01942 828849 (EL&CC Team, Wigan Council, Civic Centre, Millgate, Wigan WN1 1AZ).

### **DATA PROTECTION OFFICER**

If you wish to raise a concern or discuss any aspect of this notice please contact our [Data Protection Officer](#).

If you are unhappy with the way that we handle your concern you may complain to the [Information Commissioners Office \(ICO\)](#) at:

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113

The Information Commissioners Office deals with concerns and complaints relating to data protection (GDPR) and freedom of information legislation.

### **CHANGES TO THIS PRIVACY NOTICE**

We may update or revise this privacy notice from time to time and will provide supplementary privacy information as is necessary.