



# **Early Learning and Childcare Team (ELCC) Privacy Notice**

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**This Privacy Notice was last updated in May 2023. It is regularly reviewed and may be updated or revised at any time. Please refer to this page for the most up-to-date information [Privacy notices for all council services \(wigan.gov.uk\)](https://www.wigan.gov.uk/privacy-notices-for-all-council-services)**

**It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes.**

## **1. INTRODUCTION**

Our core data protection obligations and commitments are set out in [Wigan Borough Council Primary Privacy Notice](#)

This notice provides additional privacy information for the **Early Learning and Childcare Team (“ELCC Team”)**.

The ELCC Team is responsible for ensuring all children are able to take up their free hours in a high quality setting. We keep a database of providers to enable us to contact them to provide key Early Years updates and to interact with them to ensure appropriate support is provided.

## **2. WHAT PERSONAL INFORMATION DO WE COLLECT**

We collect information to carry out activities and obligations as an Early Learning and Childcare Team. The information we may collect, store and use can include but is not limited to the following:

- Name
- Title
- Address
- Telephone number
- Email address
- Details of professionals working with children
- Evidence of meeting eligibility criteria for free entitlements
- Cash flows, staff wages and provider bank details.
- Notes following visits from the team
- Children’s attainment data
- Details of childcare provider
- Developmental Assessment information
- Category of need

We may also collect, store and use special categories of personal information. This may include, but is not limited to:

- Offences (including alleged offences)
- Criminal proceedings, outcomes and sentences
- Social care involvement

### **3. HOW WE USE PERSONAL INFORMATION**

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 target support from the team appropriately
- To provide key strategic Early Years messages to all providers
- To report on Ofsted statistics in the Wigan area
- To support contract compliance
- To support sustainable business models
- To disseminate good practice with regards to high quality Early Years Provision.
- To enable the team to liaise with professionals for further support and advice that may benefit your child
- To allow the team to share information at points of transition with a setting your child is due to attend
- To allow the team to observe, consult and assess your child to determine the level of support needed for the setting and/or the child as appropriate
- To support children with SEND
- To share 2 yr funded data with Startwell/Health
- Brokerage
- Eligibility for free entitlements
- FIS/Our Town Directory – setting information

### **4. LEGAL BASIS FOR PROCESSING**

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

- It is necessary for compliance with a legal obligation
- Where the processing is necessary for the performance of a task in the public interest
- You have given consent

### **5. WHO DO WE SHARE PERSONAL INFORMATION WITH**

Examples of bodies we may share information with can include but is not limited to the following:

- Ofsted
- DfE
- Other teams within the Council e.g., finance and contract compliance team, SEND Team, Education Psychology Services, Targeted Education Support Service, EMAS and Virtual Schools.
- LADO
- Social Care Teams
- Wigan Safeguarding Children Board

Examples of bodies we may collect or receive information from, can include but is not limited to the following:



- Ofsted
- Other teams within the Council
- DfE
- LADO
- Wigan Safeguarding Children Board
- Educational establishments
- Organisations that provide support i.e., residential homes, personal assistants
- GPs
- Police
- Courts
- Health service providers
- Youth justice system
- Any persons or organisations exercising functions or engaging in activities in relation to children and adults within the Wigan Borough

## **6. HOW LONG DO WE KEEP PERSONAL INFORMATION**

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 Management Policy to fulfil legal, statutory and regulatory requirements.

## **7. AUTOMATED DECISIONS**

All the decisions we make about you involve human intervention.

## **8. COOKIES**

To find out how we use cookies, please see [Cookies \(wigan.gov.uk\)](https://www.wigan.gov.uk/cookies).

## **9. YOUR RIGHTS**

More information on how to seek advice in order to exercise your rights, raise a concern or complain about the handling of your personal information by the council can be found in the [Wigan Borough Council Primary Privacy Notice](#).