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# LINCOLNSHIRE COUNTY COUNCIL

Early Years Entitlements  
Privacy Notice

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# Lincolnshire County Council Early Years Entitlements Privacy Notice

## About Us

Lincolnshire County Council (LCC) is known as the "Controller" of the personal data you provide to us.

We collect this information in order to arrange Early Years Entitlement funding to be administered to childcare providers for the delivery of funded education places for children aged 2-5 years.

In this instance, childcare providers includes: Private, Voluntary, Independent, Childminders, Schools and Academies registered to deliver early years funded education places.

For more information on this service please visit  
<https://www.lincolnshire.gov.uk/eycc/early-years-entitlements/>

## Why do we collect your personal data?

This Information will be shared within the Local Authority for the purpose of delivering Early Years Entitlement funding and other Children's Services, such as services delivered through Children's Centres.

We will not collect any personal data that we do not need in order to provide this service and as far as is reasonable and practicable, will ensure that the information recorded is accurate and kept up to date.

## What personal data do we collect?

We will collect personal data about you in order to help us deliver the right service.

The personal data we will collect includes:

- Childcare Providers: Name, Registration details, Bank Account, Address and contact information.
- Parents and Children: Parent and child's name, date of birth, contact details, national insurance information, and personal characteristics such as ethnic group, and any special educational needs.

## Who do we get your personal data from?

This information is collected in a number of ways:

- Provided to us directly by you when you sign up to use a service we are providing;
- Provided by another professional organisation involved in the provision of services
- Provided by another professional organisation to allow the research and intelligence necessary to LCC performing its statutory functions.

Professional organisations include childcare providers and the Department for Education. Childcare providers are responsible for all children accessing their Early Years Entitlement funded place to have a fully completed and signed parent declaration form in place.

### **Who do we share your data with?**

The type of service you receive and your personal circumstances will dictate who we share your personal data with. Where applicable, we will share your data with organisations that deliver services on behalf of the council.

We will only share information when it is necessary to do so and in accordance with the law.

We are required by law to pass some information about childcare providers, children and parents to the Department for Education (DfE) as part of children's access to their Early Years Entitlement funded education place.

Where parents have agreed for their data to be shared with the Local Authority to record their child's details on the Children's Centre register – this will be identified on the Early Years Entitlement signed Parent Declaration Form.

### **How long do we keep your data for?**

We are required to retain your personal data only for as long as is necessary, after which it will be securely destroyed in line with the council's retention policy or the specific requirements of the organisation who has shared the data with us.

Retention periods can vary and will depend on various criteria including the purpose of processing, regulatory and legal requirements, and internal organisational need. Retention periods are defined within the council's retention guidelines, which can be found [here](#).

### **How do we keep your data safe?**

We have an information assurance framework in place which ensures that appropriate technical and organisational measures are in place to help keep your information secure and to reduce the risk of loss and theft.

Access to information is strictly controlled based on the role of the professional.

All staff are required to undertake regular data protection training and must comply with a variety of security policies designed to keep your information secure.

Your personal data is not processed outside of the EU by Lincolnshire County Council.

Further information regarding the Council's information security policy can be found [here](#).

## Your Rights

You have a number of rights which relate to your personal data.

You are entitled to request access to any personal data we hold about you and you can also request a copy. Details of how to make such a request can be found [here](#).

You can also request that we correct any personal data we hold about you that you believe is inaccurate; request that we erase your personal data; request that we stop processing all or some of it and request that automated decisions are made by a person.

We are obliged to consider and respond to any such request within one calendar month.

## Further Information

If you wish to make a request or make a complaint about how we have handled your personal data please contact:

- Service Manager – Early Years and Childcare at [EYCC@lincolnshire.gov.uk](mailto:EYCC@lincolnshire.gov.uk)
- The Data Protection Officer at [DPO@lincolnshire.gov.uk](mailto:DPO@lincolnshire.gov.uk).

Alternatively, you can contact the council by writing to:

Lincolnshire County Council, County Offices, Newland, Lincoln, LN1 1YL

Or

Telephone: 01522 552222

Email: [customer\\_services@lincolnshire.gov.uk](mailto:customer_services@lincolnshire.gov.uk)

Fax: 01522 516137

Mini-com: 01522 552055

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner's Office (ICO) [www.ico.org.uk](http://www.ico.org.uk)

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