

Privacy Notice : How we use your information

Information that you supply to your early years provider will be shared with Birmingham City Council. The local authority will use the information provided by you on this declaration form to enable the council to carry out specific functions for which it is responsible:

To safeguard and promote the welfare of children, including children missing from education.

Local Authority, (Duty to Secure Early Years Provision Free of Charge) Regulations 2014.

Ensure that the early years providers receive appropriate funding, including supplementary payments for children with special educational needs

Ensure that the early year's providers are administering the funding or free entitlement appropriately.

Information about you, your child and the early year's provider is required to process your application for early year education funding and calculate how much funding to pay to your early year education provider. Where applicable, it is used to check for eligibility for 2 year old funding. For 3 and 4 year old funded children it is also used once per year until your child's 5th birthday to check for eligibility for Early Years Pupil Premium funding.

Your information may also be shared with other Local Authorities, early year providers and the Department for Education (DfE) for audit funding requirements or where there is a legal basis to do so.

It is important that we hold accurate and up to date information about you in order to assess your needs and deliver the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform your early education provider as soon as possible so that we can update your records.

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.

Birmingham City Council's Fair Processing Notice sets out how any data provided in this form will be looked after by the local authority and your rights to access your records held by the local authority. An electronic version can be accessed by using this link

https://www.birmingham.gov.uk/info/20154/foi_and_data_protection/384/privacy_statement

If you would like more information about how the DfE use your information, then please go to the following websites:

www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data

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 partners organisations. The most recent version of the Privacy Notice will be available on the Birmingham City Council website.

Date: July 2017

Date for Review: January 2018

Important Notes for Parents/Carers

Changing Provision: When a child moves early years provider after headcount day funding will not be transferred to another provider unless an exceptional agreement has been made between the provider and Local Authority. If a parent moves to a new provider midterm, the parent will be liable for any fees due to the new provider.

Note 1: To be eligible for 15 hours for my two year old I must be in receipt of one of the following: Income Support/Income based JSA, Income related ESA, Child Tax Credit, Working Tax credit with an assessed income of less than £16,190, Universal Credit The Guarantee element of State Pension Credit, Support under Part VI of the immigration and Asylum Act, child in receipt of DLA, Child looked after by the Local Authority, or a child who has left care through adoption, Special Guardianship or Residence Order.

Note 2: To be eligible for 30 hours for my three or four year old I must earn less than £100,000 and meet one of the following criteria: Single parents working at least 16 hours per week on the minimum wage, Couples – both working at least 16 hours per week on minimum wage, one parent is employed and the other parent is in receipt of specific carers benefits, specific disability or incapacity benefits. Working parents includes those on statutory sick pay, parental, adoption maternity or paternity leave.

Should you no longer be eligible for 30 hours (extended entitlement) then you will still be eligible for the 15 hours early education universal entitlement. Where your child attends 2 settings or more, you should choose which setting will be funded for the universal 15 hours.

Note 3: All three and four year olds are entitled to the 15 hours universal entitlement.

Note 4: Three and four year old children in receipt of child DLA and are receiving the early education entitlement are eligible for the Disability Access Fund (DAF). DAF is paid to the child's setting as a fixed annual rate of £615. Please note this payment is not made for 4 year olds in reception classes.

Note 5: Early Years Pupil Premium (EYPP) is an additional sum of money paid to childcare providers for children of families in receipt of certain benefits including: Income Support/Income based JSA, Income related ESA, Child Tax Credit, (but **not** Working Tax Credit), Universal Credit The Guarantee element of State Pension Credit, child in receipt of DLA, Child looked after by the Local Authority, or a child who has left care through adoption, Special Guardianship or Residence Order. This funding will be used to enhance the quality of the child's early years' experience by improving teaching and learning.