

## **Privacy Notice for personal data collected for children claiming Early Education Funding (EEF)**

### **Who we are:**

Early Years and Childcare Service  
Achieving for Children  
Providing children's services for the Royal Borough of Windsor and Maidenhead (RBWM),  
Town Hall, St Ives Road, Maidenhead, SL6 1RF  
Phone: 01628 796903  
[Email: rbwm.earlyyears-childcare@achievingforchildren.org.uk](mailto:rbwm.earlyyears-childcare@achievingforchildren.org.uk)

### **Lawful basis for processing the information:**

Childcare Act 2006  
Childcare Act 2016  
Local Authority, (Duty to Secure Early Years Provision Free of Charge) Regulations 2014  
Childcare (Early Years Provision Free of Charge)(Extended Entitlement)Regulations 2016

### **How we collect information:**

We collect information about parents and their child/children from RBWM early years childcare providers.

### **What information is collected:**

The information includes details about the parent(s) and their child/children including name, address, contact details, ethnicity, date of birth, National Insurance number, hours the child attends and hours funded, 30 hour code (if applicable),and information relating to any benefits/allowances (if applicable) received.

### **How we use the information provided:**

The information collected is used by us to calculate and pay RBWM early years providers the funding the child/children is/are entitled to.

### **Who has access to the information:**

The information is held securely by the Early Years and Childcare Service.

### **Who we may share the information with:**

We share information with the Department of Education. If the child/children attend more than one childcare provider we may also share information with each provider and if the child attends a childcare provider in another Local Authority we may need to share information with that Local Authority.

## How long we store the information:

Records are kept for 6 years.

## Your rights:

If you have any questions or are unhappy about something, please contact us at [dpo@achievingforchildren.org.uk](mailto:dpo@achievingforchildren.org.uk). You have a right to complain to the ICO (Information Commissioner's Office) if you think there is a problem with the way the data is handled



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Royal Borough of Windsor and Maidenhead

www.rbwm.gov.uk



Royal Borough  
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