

Privacy Notice for parents requiring help to find childcare

What information do we collect?

- Name, telephone numbers, email address
- Type and location of childcare required
- When childcare is required e.g. days and times of the week
- Name and age of child(ren)
- Additional needs of child (if relevant)
- School child attends and if a drop off and pick up service is required (if relevant)

How do we collect this information?

- Telephone
- Email
- Online form
- Face to face

What do we use your information for?

- To help find childcare to meet your needs
- To monitor our performance
- To meet the council's statutory duties

Who do we share your information with?

To provide appropriate services to meet your needs we may share some of your information with other relevant services within the Council.

Where do we store your information?

Information is kept on a secure database which only authorised officers within the Council have access to.

How long do we keep your information?

We will keep your information for a period of six months from the date of the last contact, after this time your information will be anonymised.

The lawful basis on which your information is collected and processed

We collect and process information about you and your child under Article 6(1)(a) – consent, Article 6(1)(c) – legal obligation, and Article 6(1)(e) – performance of a public task. We collect special category information about your child such as health information under Article 9(2)(a) – explicit consent. This is in order to meet our

legislative duties set out in the Childcare Act 2006 (section 12) which places a duty on English local authorities to provide information, advice and assistance to parents and prospective parents.

Further information

If you would like further information about how Kirklees Council uses your information, please visit the Kirklees Council website www.kirklees.gov.uk/privacy

If you have any concerns or questions about how your personal information is handled, please contact the Data Protection Officer for Kirklees Council at DPO@kirklees.gov.uk or telephone 01484 221000.