



Date Created: 23/05/18
Date Published: 22/11/18
Version Number: 1.00

Service Area:	Education
Work Area:	Early Years
Contact Details:	Fiona Santos FIS@caerphilly.gov.uk Tel: 07810 438505
Privacy Notice Name:	Childcare Sufficiency Assessment 2022 Consultations
Description of Privacy Notice:	This Privacy Notice will explain how Caerphilly County Borough Council will use the information provided for the Caerphilly Childcare Sufficiency Assessment 2022 provided by consultees.

How we will use your information

Purpose and legal basis for using your information

Purpose of processing

Caerphilly County Borough Council is required to consult with a number of stakeholders as part of their statutory duty under the Childcare Act, 2006, to produce a Childcare Sufficiency Assessment.

By collecting your data this enhances the ability of Caerphilly County Borough Council to co-ordinate and assess the supply and demand for childcare within the local authority.

Legal basis for processing

In order for the processing of personal data to be lawful under the General Data Protection Regulations 2016, a valid condition from Article 6 of the Regulations must be identified, which is outlined below:

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In respect of the processing to meet to the requirements of The Childcare Act 2006 sections 22, 26 and 27:

1e. processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

In respect of all other processing detailed:

1f. processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

Source and type of information being processed

Categories / Source of personal data obtained

The information we collect can include some, or all, of the categories listed below:

- Business name
- Contact details
- Main contact name / manager or owner
- Business address
- Website address
- Service delivery age groups
- Service delivery type and language
- Demand for childcare
- Business opening times
- Language preference
- Qualifications and training
- Childcare Registration details
- Business facilities
- Your views on the local childcare market
- Your views on the sufficiency of childcare locally
- Your views on the Childcare Offer for Wales
- Your future plans
- Details of your experience, training (completed in the last two years) and confidence in supporting children with additional needs.
- Details of your experiences during and following the Covid 19 Pandemic
- Details of your staff's childcare needs
- Number of childcare places available
- Number of activity places available

The Council may collect this information in a variety of ways:

- Verbally via telephone
- Through updates from Care Inspectorate Wales (CIW)
- Email surveys
- Social media messaging

We will store your data:

- On secure online databases and CCBC servers which are GDPR compliant.

Anonymised data is published on the council's Early Years website and will form part of the Caerphilly Childcare Sufficiency Assessment that is shared with Welsh Government.

Who will have access to your information

Identity of Data Controller and Data Protection Officer

The Data Controller for your information is Caerphilly County Borough Council. The Data Protection Officer is:

Mr Carl Evans

Corporate Information Governance Manager / Data Protection Officer

Email: dataprotection@caerphilly.gov.uk

Tel: 01443 864322

Other Data Controllers may also be responsible for your information, depending on the specific circumstances. Please contact the Service Area for further information.

Details of main users of your information

Your information will only be used for the purposes of informing the writing of the Childcare Sufficiency Assessment 2022 Report and Action Plan with regards to the supply, demand, and quality of childcare across the county borough.

We will also use your contact information to send you information which we believe to be of interest to you, such as details of our products and services, newsletters, legal updates, briefing notes, and invitations to events. You can opt out of receiving these communications at any time by contacting us.

The Council shares your data with Welsh Government to report on the service. In this instance the data is anonymised.

Details of any sharing of your information within Caerphilly County Borough Council

Other teams with the Early Years' service.

Details of any sharing of your information with other organisations

Childcare provider information is also shared with the Welsh Government as part of Caerphilly's Childcare Sufficiency Assessment.

This does not include personal information about the providers themselves, only information on the provision, the services provided and location.

Requests for information

All recorded information held by Caerphilly County Borough Council may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and Data Protection legislation.

If the information you provide is subject to such a request, where possible Caerphilly County Borough Council will consult with you on its release. If you object to the release of your information we will withhold your information if the relevant legislation allows.

How long will we retain your information

Details of retention period

Anonymised consultation responses will be held on secure council servers for up to 2 years. Anonymised data analysed from consultation responses will form part of the final report.

Your Rights (Inc Complaints Procedure)

Your rights under the Data Protection

Data Protection gives data subjects (those who the information is about) a number of rights:

- The right of subject access – Application forms for this process are available on our website: [SAR Form](#)
- The right to be informed
- The right of rectification
- The right to erasure
- The right to restrict processing
- The right to object
- The right to data portability
- Rights in relation to automated decision making and profiling.

Further information on your rights is available from: www.ico.org.uk.

To enact your rights please contact the service area detailed on the top of this form.

Complaints Procedure

If you are unhappy with the way that Caerphilly County Borough Council has handled your request / information, you have the right of complaint. Please contact the Service Area detailed at the top of this document outlining your issues.

If you remain unhappy you also have a right of complaint to the Information Commissioner's Office. Please follow this link for further information on the complaints process.

www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information/Questionsand-complaints