



## Parent Declaration Form for Checking Working Parent Eligibility



The information given in this form provides the required written consent from the parent to enable the provider to check the eligibility code for the working parent. Providers must check the parent's eligibility code before offering the parent a place.

If a successful check is made and the parent takes up a place with the provider it is expected that the full Parent/Provider Agreement and child registration paperwork is completed. The Local Authority may request a copy of this form as part of the auditing process.

<b>Provider Name</b>	<b>Nottingham Nursery School and Training Centre (NNSTC)</b>
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### Section 1: Child's Details

Child's Legal Family Name/Surname		Child's Legal Forename	
Name by which child is known if different		Child's Date of Birth	
Male / Female		Ethnicity	
Full Address		Documentary proof of Date of Birth (e.g. Birth Certificate /passport)	
Post Code		Document recorded by (name of staff member)	
Telephone		Date documentary proof recorded	

### Section 2: Eligibility Proof

Eligibility code:	
Parent/Carer National Insurance Number:	

### Section 3: Parent/Carer's Declaration

**I agree to the setting validating my eligibility code with the Local Authority and confirm that I have read the Privacy Notice below relating to the use of my personal data**

Name			
Signed		Date	

## Privacy Notice – Early Years Funding – Nottingham City Council

### Who is the Data Controller?

Personal Information (personal data) will be processed by Nottingham City Council (NCC) for the purposes of Early Years Funding and Provision, either provided directly by you, or by the Early Years Provider. The Data Controller for the personal data that is processed by NCC for these purposes is NCC.

### Why do we process personal data?

We will only process personal data when it is necessary and where we have a lawful reason to do so. Personal Data used in relation to Early Years funding will be used to allocate your child a place; to administer contracts between NCC and providers; dealing with complaints, non-compliance and safeguarding issues; working with OFSTED and other public bodies; and delivering training with providers.

### What personal data will the Council process?

If you are a parent or a child, we will process: your name (and person with parental responsibility); address and contact details; date of birth; gender; financial information; details of childcare provision and national insurance number.

If you are a provider, we will process: your name; address and contact details.

We will also process 'special categories of information' about you when necessary, this includes information relating to your race or ethnicity; religious beliefs; and physical and mental health.

### What is the legal basis for using your information?

The lawful basis for processing your information for these purposes is because it is necessary for the performance of a public task; because it is necessary for compliance with a legal obligation to which NCC is subject; or because it is necessary for compliance with a contract to which the council is subject.

When we process 'special categories of personal data' we do so under the condition that it is necessary for reasons of substantial public interest.

Sometimes, we may also process information relating to criminal offences, we will do so because it is necessary for statutory reasons of substantial public interest for the prevention and detection of crime, the prevention of fraud, or for safeguarding children and other individuals at risk.

### Who will NCC share my personal information with?

NCC will only share you information within the Council and with others when it is necessary and lawful to do so. We may also share it when we are obliged by law to do so.

To provide these services, the Council may share you information with: the childcare provide; Capita; East Midlands Shared Services (EMSS); Department of Work and Pensions (DWP); Department of Education (DfE); and the Office for Standards in Education, Children's Services and Skills (OFSTED).

### Do I have to provide the information?

No, you are not obliged by statute to provide the information. However if we were not able to process the information, we would not be able to provide these services.

### **How long will NCC keep the data for?**

NCC will process the data for 6 years from the end of the provision or contract

### **What are my information rights?**

You have the following rights under data protection legislation, the right to request:

1. A copy of your information;
2. That your information is corrected;
3. That your information is deleted (right to be forgotten);
4. That we restrict the processing of your information;
5. The portability of your data to another provider;
6. To object to processing your personal data; and
7. Rights relating to automated decision making including profiling.

Not all of these rights are applicable due to the lawful basis for processing the data. NCC can restrict these rights in certain circumstances. This mainly relates to the prevention of crime, prejudicing investigations and protecting others.

### **How can I find out more?**

You can contact NCC's Data Protection Officer, Naomi Matthews to find out more, to exercise your rights or to complain about how your personal data has been handled. The contact details are:

Information Compliance Team, Loxley House, Station Street, Nottingham, NG2 3NG

or by email : [data.protectionofficer@nottinghamcity.gov.uk](mailto:data.protectionofficer@nottinghamcity.gov.uk)

A longer version of this notice is available on our website

[https://www.nottinghamcity.gov.uk/media/3373882/pn-0194\\_earlyyearfunding\\_v20.pdf](https://www.nottinghamcity.gov.uk/media/3373882/pn-0194_earlyyearfunding_v20.pdf)

If you need a physical or paper copy of this, please contact us.

### **The Information Commissioner's Office (ICO)**

The ICO website has guidance on data privacy and data protection – [www.ico.org.uk](http://www.ico.org.uk). You also have the right to complain to the ICO if you think NCC have processed your information incorrectly. You can contact them at: ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 9AF, or by phone 0303 123 1113.

