



Dallimore Primary School and Nursery

Privacy Notice

Eligibility Checking Service for claimants of Free School Meals or Funded Early Learning or the Early Years Pupil Premium or 30 Hours Free Childcare by DCC

Privacy Notice – Data Protection Act 1998

We collect information, and may receive and hold information about your child in relation to claims for Free School Meals or Funded Early Learning or the Early Years Pupil Premium or 30 Hours Free Childcare in compliance with the following legislation:

- Education Act 2005
- Childcare Act 2006
- Childcare Act 2016
- Childcare (Early Years Provision Free of Charge) (Extended Entitlement) Regulations 2016
- Data Protection Act 1998

We will not give information about you (or your child) to anyone outside the Council without your consent unless the law permits us to. We are required by law to pass some of your information to the Department for Education (DfE).

Eligibility information is obtained via the Department for Education (DfE) secure [eligibility checking service](#) which carries out checks against data held by [HM Revenue and Customs \(HMRC\)](#), the [Department for Work and Pensions \(DWP\)](#) and the [Home Office](#) for the purpose of confirming that you meet the eligibility criteria relating to earnings and/or benefits. Derbyshire County Council will then receive confirmation of your eligibility and eligibility confirmation data will be shared with educational settings your child attends via a secure web site provided by [Servelec Group plc](#).

Information obtained from the [eligibility checking service](#) will only be used by Derbyshire County Council for the purpose of assessing the eligibility for claims for Free School Meals or Funded Early Learning or the Early Years Pupil Premium or 30 Hours Free Childcare within Derbyshire.

To ensure there is no abuse of personal data we have the following controls, safeguards and limitations in place in regard to the use of and the sharing of the above information:

- a) the information will not be used for any purpose other than those stated in this notice
- b) receipt of one of the prescribed benefits or 30 Hours eligibility will be checked by the local authority with the appropriate government departments e.g. HMRC, DWP and Home Office
- c) any entitlement or change in entitlement status will be shared by the local authority with the school or setting that the child attends

- d) the information may be used to ensure accuracy of records across the local authority and to protect public monies against fraud.
- e) the information will only be held for periods proscribed in the Council's Record Retention Schedules after which it will be destroyed. The Council's Record Retention Schedules can be found here: www.derbyshire.gov.uk/retentionschedules

Our School named Data Protection Officer is: Mr John Walker, JA Solicitor

The information can only be held and used with your consent and your consent can be withdrawn at any time by contacting:

Information Governance Officer
Children's Services Department
Derbyshire County Council
Room 361
County Hall
Matlock
Derbyshire
DE4 3AG
Email: cs.dpandfoi@derbyshire.gov.uk
Telephone: 01629 532011

You can also contact the above officer in you wish to access any records we hold about you or your child or, if you believe we hold any information about yourself or your child that is not accurate or we have no legal right to hold, to request that the information is rectified or erased.

If you require more information about how we, or the DfE, hold and use your personal data please visit:

For Derbyshire County Council:

www.derbyshire.gov.uk/privacynotices

For DfE:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you do not have access to the internet and require this information please contact:

For Derbyshire County Council:

Information Governance Officer
Children's Services Department, Derbyshire County Council
Room 361
County Hall
Matlock
Derbyshire
DE4 3AG

V3 May 2018

Email: cs.dpandfoi@derbyshire.gov.uk

Telephone: 01629 532011

For DfE:

Public Communications Unit,
Department for Education,
Sanctuary Buildings,
Great Smith Street,
London, SW1P 3BT

Website: www.education.gov.uk

Email: <http://www.education.gov.uk>

Telephone: 0370 000 2288

If you have any concern or complaints about the information we hold about you or your child on how we, as an organisation, obtain, process, store or share personal data relating to you or your child; first speak, or write, to the School or alternatively contact:

Information Governance Officer
Children's Services Department
Derbyshire County Council
Room 361
County Hall
Matlock
Derbyshire
DE4 3AG
Email: cs.dpandfoi@derbyshire.gov.uk
Telephone: 01629 532011

If you are not satisfied with the response you can request that your concern or complaint is dealt with under the more formal process set out in the Council's Complaints Procedure which can be found at:

www.derbyshire.gov.uk/council/complaints

If however, you are dissatisfied with the Council's response to your complaint you can of course contact the:

Local Government Ombudsman

P.O. Box 4771

Coventry

CV4 0EH

Fax No: 02476820001

Tele: **0300 061 0614** or **0845 602 1983**

For further information please visit the Local Government Ombudsman's website:

www.lgo.org.uk

Or

Information Commissioners Office

V3 May 2018

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Fax: 01625 524 510

Website: <https://ico.org.uk/>

* The Information Commissioners Office deals with concerns and complaints relating to data protection and freedom of information legislation.