

Data Privacy – 2 year old offer / Citizen Portal

North Tyneside Council administer the Government's early years entitlement for eligible 2 year olds.

In order to administer the entitlement the Authority is required to collect and process information about applicants and their child(ren).

Parents / carers use the Citizen Portal to provide the information required to check eligibility. Alternatively providers can carry out an assisted application and enter the relevant information into North Tyneside Council's online Early Years Portal, on behalf of the parent / carer. Both North Tyneside Council's Citizen Portal and Early Years Provider Portal are provided by the Authority's software partner Capita.

Capita are acting as North Tyneside Council's data processor and the information entered into the Early Years Portal will be returned to the Local Authority. This information will then be used to check eligibility and / or administer funding. Information will be shared with the Government's eligibility checking service to check eligibility for 2 year old funding if a claim is on the basis of welfare benefits received by the parent / carer.

The information about child(ren) and applicants is retained by the Local Authority to administer funding to the childcare setting, where your child takes up their funded entitlement.

The information collected regarding children includes:

- personal identifiers and contacts (such as name, contact details and address)
- characteristics (such as ethnicity, language although this is optional).
- information about looked after children status / care leavers, where this is the basis for funding (such as court orders)
- special educational needs status
- attendance (weeks and hours claimed)

The information collected regarding parents / carers includes:

- personal identifiers and contacts (such as name, date of birth, national insurance number, contact details and address)
- information on parental responsibility
- eligibility for benefits (where this is associated with a claim for funding)

Where an eligibility check is being carried out on economic criteria the following information will be collected regarding parents / carers and shared with the Government's Eligibility Checking Service:

- Name;
- date of birth; and
- National Insurance number or their National Asylum Support Service number.

The following two year old eligibility checks will require additional evidence to be provided to the local authority before an eligibility check can be completed:

- child is looked after or has left care through a child arrangement order, special guardianship or adoption
- child has a current statement of special educational needs/an education, health and care plan or attracts Disability Living Allowance

Only the legal guardian for the child being claimed on behalf of can set up a Citizen Portal account. When completing an online application using the Citizen Portal you will be required to provide an email. This should be a personal account that is frequently used by the parent / carer making the application. The notification regarding the approval for funding will be sent to the applicant via the email (or postal address provided). Parents / carers can update your contact details on the Citizen Portal.

Where a provider is carrying out an assisted application on behalf of a parent / carer they must receive consent from the parent / carer to share the information with the local authority and its partners.

The information requested is used to check eligibility and process child(ren)'s funding for the 2 year old early years entitlement.

North Tyneside Council will also use the information we hold for legitimate interests of monitoring quality, measuring impact and effectiveness, maximising uptake, audit, prevention of fraud and for dealing with any enquiries or complaints.

By providing information parents / carers are confirming that the information can be gathered by our partner Capita and shared with the local authority, current and future childcare and early education providers and the Government's eligibility checking service to establish eligibility for funded childcare offers, the Department for Education, any other Local Authority where the child attends. Information may also be shared with Public bodies responsible for the administration or auditing of public funds.

The Local Authority will only share personal details for the purposes above, unless the law requires or permits the sharing of data for another reason.

Parents / carers do not have to supply this information to us, but the Authority will not be able to do process 2 year old funding claims without the requisite information.

Information provided will be the responsibility of North Tyneside Council as Data Controller.

Under the General Data Protection Regulation (GDPR) the Authority rely on the following legal bases for processing personal information, GDPR Article 6 (1) conditions

c) Processing is necessary for compliance with legal obligations to which the controller is subject;

e) Processing is necessary for the performance of tasks carried out in the public interest or in the exercise of official authority vested in the controller

Under the General Data Protection Regulation (GDPR) the authority rely on the following legal bases for processing personal information, GDPR Article 9 (2) conditions

f) Processing is necessary for the establishment, exercise or defense of legal claims or whenever courts are acting in their judicial capacity

g) Processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject

The personal data supplied will be retained for as long as is necessary to meet our statutory requirements and legitimate interests, in accordance with the Authority's data retention policies. The data will then be disposed of in accordance with the Authority's policies and procedures.

You can withdraw your consent at anytime by emailing EYCommissioning@northtyneside.gov.uk.

You can find out more about North Tyneside Council's approach to data protection and your rights regarding personal information, including its full Data Privacy Notice [here](#). If you have concerns about the way data is collected or being used, please email foiofficer@northtyneside.gov.uk.

Electronic Communications

Unless encrypted, email messages passing over the internet are not secure and could be intercepted and read by someone else. Parents / carers should consider this when deciding what information to include in any email messages you send to North Tyneside Council

Monitoring: The Council automatically monitors both outgoing and incoming email communications. You should therefore be aware that if you send an email to a person within the Council it will be subject to monitoring for lawful business purposes and will be stored and disposed of in accordance with the Council's archiving policies

Access: As a public authority, the Council is subject to the provisions of the Freedom of Information Act. Under this legislation the Council may be required to disclose the content of an email (or a response to it) unless the information it contains is protected from disclosure under an exemption in the Act.