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**Privacy Notice- Childcare Sufficiency Assessment**

The Early Years, Childcare and Play Team, who produce the Childcare Sufficiency Assessment (CSA) is part of Blaenau Gwent County Borough Council, who is the Data Controller for the purposes of the data collected. For information on the role of the Data Controller, Data Protection Officer and Contact Details for the Council, please refer to the ‘Data Protection’ page of the Council’s website:

<https://blaenau-gwent.gov.uk/en/Council/data-protection-foi/data-protection-act/>

The use and disclosure of personal data is governed by the Data Protection Act 2018 (‘the Act’). As such Blaenau Gwent is obliged to ensure that it handles all personal data in accordance with the Act.

This privacy policy will explain how our organisation uses the personal data we collect from you when you use our service.

**What data do we collect?**
The Early Years, Childcare and Play Team collects the following data:
• Personal identification information (childminders)
• Your name
• Your postcode
• Your ward

NB: This is to allow us to ensure that all settings contacted to supply data for the Childcare Sufficiency Assessment have returned the data requested. Only anonymised data is used within the published CSA.

This is collected for the purpose of:
• completing the Childcare Sufficiency Assessment

**How do we collect your data?**
• We will send you an electronic questionnaire to collect the data
• We may also contact you by phone or email if we have further questions about the data submitted

**How will we use your data?**
The Early Years, Childcare and Play Team collects this data:
• To ensure all settings have provided relevant data for the CSA
• To meet the legal requirements of the CSA to assess the current provision and use of childcare in Blaenau Gwent

**Who do we share your data with?**
• Your personal data is not shared outside of The Early Years, Childcare and Play Team

**How do we store your data?**The Early Years, Childcare and Play Team securely stores your data on a secure database which is password protected.

The Early Years, Childcare and Play Team will keep your data until such time as the anonymised data is incorporated into the CSA. Your personal data will then be deleted.

**What are your data protection rights?**The Early Years, Childcare and Play Team would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

**The right to access** – You have the right to request The Early Years, Childcare and Play Team for copies of your personal data.
**The right to rectification** – You have the right to request that The Early Years, Childcare and Play Team correct any information you believe is inaccurate. You also have the right to request The Early Years, Childcare and Play Team to complete the information you believe is incomplete.
**The right to erasure** – You have the right to request that The Early Years, Childcare and Play Team erase your personal data, under certain conditions.
**The right to restrict processing** – You have the right to request that The Early Years, Childcare and Play Team restrict the processing of your personal data, under certain conditions.
**The right to object to processing** – You have the right to object to The Early Years, Childcare and Play Team’s processing of your personal data, under certain conditions.
**The right to data portability** – You have the right to request that The Early Years, Childcare and Play Team transfer the data that we have collected to another organisation, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: fis@Blaenau-Gwent.gov.uk

Call us at:  01495 355584

Or write to us:

The Early Years, Childcare and Play Team
Heart of the Valleys Integrated Children’s Centre

High Street

Blaina

NP13 3BN

## Section 2

**Privacy Notice- Childcare Sufficiency Assessment**

In order to comply with GDPR, personal data shall only be processed where a condition is met under article 6 of the legislation.

**Our lawful basis**

Our legal basis for our use of your personal data will generally be one or more of the following:

The collection and processing of this data is necessary to perform a public task (i.e. exercising our official authority to undertake the core role and functions of the Welsh Government). The relevant legislation is The Childcare Act 2006.

**Changes to our privacy policy**

The Early Years, Childcare and Play Team keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 2nd November 2021

**How to contact us**

If you have any questions about The Early Years, Childcare and Play Team’s privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email: fis@Blaenau-Gwent.gov.uk
Call us at:  01495 355584

Or write to us:

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**How to contact the appropriate authority**

Should you wish to report a complaint or if you feel that The Early Years, Childcare and Play Team has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner’s Office via their website [https://ico.org.uk/concerns/getting/](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fico.org.uk%2Fconcerns%2Fgetting%2F&data=04%7C01%7CSarah.Price2%40blaenau-gwent.gov.uk%7C7a35db6ab7f443a1429308d999eacfe6%7C2c4d0079c52c4bb3b3cad8eaf1b6b7d5%7C0%7C0%7C637710056045159735%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=Y9WxbSbtJzaUGd791JYaJV0LzVZ%2BEkoYBXthKgdUHWs%3D&reserved=0) or by calling 0303 123 1113.