

## **Privacy Notice Childcare Provider Records July 2019**

Brighton & Hove City Council (BHCC) is the data controller for purposes of the Data Protection Act (2018) and the General Data Protection Regulation (EU) 2016/679 ("GDPR") and is registered as a data controller with the Information Commissioner's Office (ICO)

BHCC is committed to protecting your personal information. As a data controller we have a responsibility to make sure you know why and how your personal information is being collected in accordance with relevant data protection law.

### **Purposes and Lawful Basis of Processing**

We are collecting your data for the purpose of

- Contacting you to provide information and support regarding childcare provision
- Administration of the early years free entitlement
- Collecting and publishing local childcare information in order to show how we are meeting our duty to secure sufficient childcare in accordance with Section 6 of the Childcare Act 2006 (as amended)

We have a lawful basis for processing this data as we have a legal obligation under the Childcare Acts 2006 and 2016 (as amended)

### **Who we will Share your Data with**

Your data may be shared with other departments within BHCC including Families, Children and Learning, and Finance and Resources.

BHCC operates shared services with Surrey County Council and East Sussex County Council and may share your information with one of these partners if necessary to provide these services.

### **How Long we will Hold your Data (Retention)**

We will not keep your data for longer than is necessary, subject to any legal obligations we have to retain the data.

### **Transferring Data outside the European Economic Area**

Your information is not processed outside of the European Economic Area.

### **Your Information Rights**

Under GDPR you have certain rights concerning your information. For further information on your rights visit [our website](#).

### **Further Information**

If you would like to discuss this further please contact our Information Governance Team on 01273 295959 or [data.protection@brighton-hove.gov.uk](mailto:data.protection@brighton-hove.gov.uk)

The council also has a Data Protection Officer, who can be contacted via <https://www.brighton-hove.gov.uk/dpo>

You can also contact the ICO for further information or to make a complaint:

Information Commissioner's Office

Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

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

[Email ICO](#)

[Report a concern on the ICO website](#)