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Service Area:	Education
Work Area:	Early Years
Contact Details:	01443 863232 earlyyearshub@caerphilly.gov.uk
Privacy Notice Name:	Childcare Providers
Description of Privacy Notice:	This Privacy Notice will explain how Caerphilly County Borough Council will use the information provided as part of the Childcare Placements Contract and the Family Information Service (FIS) Wales database (Dewis Cymru).

How we will use your information

Source and type of information being processed

Categories of personal / business data obtained

Caerphilly County Borough Council has obtained the following categories of your personal / business data:

- Business name
- Contact details
- Social media page
- Main contact name / manager or owner
- Business address
- Website address
- Care Inspectorate Wales registration details
- Payment options
- Names of staff and volunteers
- Staff and volunteer's qualifications and training details relevant to their role
- Business costs (cost per place and any additional charges)
- Business plans
- Business Bank Account details to make payments

Source of the personal / business data

The Council may collect this information in a variety of ways:

- Dynamic Purchasing System and contract compliance documents
- Online forms
- Verbally via telephone
- Through updates from Care Inspectorate Wales (CIW)

- Through updates from Estyn
- Email
- Social media messaging
- Providers can update their provider information themselves using Dewis Cymru at any time

If you would like further information on the source of this information please contact Caerphilly County Borough Council. You may be required to apply for this information as a Subject Access Request.

Purpose and legal basis for using your information

Purpose of processing

The Council needs to process this data to be able to provide a statutory service to meet the requirements of The Childcare Act 2006 sections 22, 26 and 27 through the Family Information Service, as well as meeting the requirements of contracted funded childcare placements.

By collecting your data this enhances the ability of Caerphilly County Borough Council to co-ordinate and assess the supply and demand for childcare within the local authority.

Data collected also provides professionals, organisations and members of the public to access free, impartial, and accessible information available on services and activities available borough wide.

Providers are also given the option for their information to be recorded but not made available in the public domain.

Legal basis for processing

There is a public task obligation to process your information detailed below:

The Childcare Act 2006 sections 22, 26 and 27 through the Family Information Service.

In order for the processing of personal data to be lawful under the General Data Protection Regulations 2016, a valid condition from Article 6 of the Regulations must be identified, which is outlined below:

1(e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

Who will have access to your information

Identity of Data Controller and Data Protection Officer

The Data Controller for your information is Caerphilly County Borough Council. The Data Protection Officer is:

Mr Carl Evans
Corporate Information Governance Manager / Data Protection Officer
Email: dataprotection@caerphilly.gov.uk
Tel: 01443 864322

Other Data Controllers may also be responsible for your information, depending on the specific circumstances. Please contact the Service Area for further information.

Details of main users of your information

Your information may be shared internally for the administration of contracts and for client administration, events, and marketing related purposes. You can opt out of receiving these communications at any time either by using the opt out feature or by contacting us.

We will also use your contact information to send you information which we believe to be of interest to you, such as details of our products and services, newsletters, legal updates, briefing notes, and invitations to events. You can opt out of receiving these communications at any time either by using the opt out feature or by contacting us. Dewis Cymru will contact you by email every six months to remind you to check the accuracy of the information stored on the FIS Wales (Dewis) database and update where necessary.

The Council shares your data with Welsh Government to report on the service. In this instance the data is anonymised.

Details of any sharing of your information within Caerphilly County Borough Council

Other teams within the Early Years' and Childcare service.

Details of any sharing of your information with other organisations

Childcare provider information is also shared with the Welsh Government as part of Caerphilly's Childcare Sufficiency Assessment. This does not include personal information about the providers themselves, only information on the provision, the services provided and location.

Information on childcare providers contracted to deliver Early Years Education on behalf of CCBC will be shared with the Education Achievement Service (EAS).

Details of any external data processors

Dewis Cymru is hosted by an external company, Crown Commercial Services, where we have a contract / data processing agreement in place to protect the personal information being processed.

Requests for information

All recorded information held by Caerphilly County Borough Council may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and Data Protection legislation.

If the information you provide is subject to such a request, where possible Caerphilly County Borough Council will consult with you on its release. If you object to the release of your information we will withhold your information if the relevant legislation allows.

How long will we retain your information

Details of retention period

How long Caerphilly County Borough Council retains information is determined through statutory requirements or best practice.

Information about the provider will be stored on the Family Information Service database and FIS Wales (Dewis) until the provider is no longer operating or the provider asks for the information to be removed.

Marketing

Details of marketing

You have consented to your contact details being used for marketing purposes. You will / have been provided with details of the marketing Caerphilly County Borough Council would like to carry out, together with any options such as how you would like to be contacted. You are able to withdraw your consent to marketing at anytime by contacting the Service Area details on the top of this form.

Your Rights (Inc Complaints Procedure)

Your rights under the Data Protection legislation

Data Protection gives data subjects (those who the information is about) a number of rights:

- The right of subject access – Application forms for this process are available on our website: [SAR Form](#)
- The right to be informed
- The right of rectification
- The right to erasure
- The right to restrict processing
- The right to object
- The right to data portability
- Rights in relation to automated decision making and profiling.

Further information on your rights is available from: www.ico.org.uk.

To enact your rights please contact the service area detailed on the top of this form.

Complaints Procedure

If you are unhappy with the way that Caerphilly County Borough Council has handled your request / information, you have the right of complaint. Please contact the Service Area detailed at the top of this document outlining your issues.

If you remain unhappy you also have a right of complaint to the Information Commissioner's Office. Please follow this link for further information on the complaints process.

www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information/Questions-and-complaints

Summary Privacy Notice

How we will use your information

The Council needs to process this data to be able to provide a statutory service to meet the requirements of The Childcare Act 2006 sections 22, 26 and 27 through the Family Information Service, as well as meeting the requirements of contracted funded childcare placements.

We collect your data to enhance our ability to co-ordinate and assess the supply and demand for childcare within the local authority. Information is kept until the provider is no longer operating or the provider asks for the information to be removed. Childcare provider information is also shared with the Welsh Government as part of Caerphilly's Childcare Sufficiency Assessment. We are relying on the 'public task' legal basis for processing.

You have a number of rights in relation to the information including the right of access to information we hold about you and the right of complaint if you are unhappy with the way your information is being processed.

For further information on how we process your information and your rights please click the following link:

[{Hyperlink to Full Privacy Notice on our website}](#)