**Privacy Notice for Childminder Start-up Grants Scheme**

**NEW SECTION – 1.3 Using your data when you apply for a childminder start-up grant scheme**

The childminder start-up grants provide eligible new childminders with a one-off payment. The grants are made to help with the cost of setting up as a childminder.

**Purpose and lawful basis for processing**

The lawful basis we rely on for this processing of your personal data is **Public Task**, under article 6(1)(e) of the UK GDPR. This allows us to process personal data when this is necessary to do our work as a government department. This is done under Section 14 of the Education Act 2002.

We process some special category data to understand the demographic of scheme applicants and support future policy development and management information. The relevant GDPR condition to process your special category data is Article 9(2)(g) Reasons of substantial public interest (with a basis in law).

**Data collected**

DfE collect and use the following personal information:

* Name and address
* Email address
* National Insurance Number
* Financial information, including bank account details to process grant funding
* Childminder registration number
* Proof of ID

We collect and use special category data, this includes details about:

* Racial or ethnic origin
* Sex

Full details about how we process special category data are given in the [DfE appropriate policy document](https://www.gov.uk/government/publications/dfe-appropriate-policy-document).

**What we do with your data**

We use your personal data to:

* verify that you are a childminder with Ofsted or your childminder agency (CMA) - undertake fraud checks.
* contact applicants.
* understand the demographic of scheme applicants and support future policy development and management information.

**Sharing your data**

Sometimes need to make personal data available to other organisations. These might include contracted partners (who we have employed to process your personal data on our behalf) and/or other organisations (with whom we need to share your personal data for specific purposes).

For the purpose of this project, we will only share your personal data with:

* contracted partners who we have employed to process your personal data on our behalf
* organisations who we need to share your personal data with to verify your application (Ofsted, CMAs, AIMs IT solution)
* we will appoint a third party to evaluate the impact of this scheme. We will anonymise personal data before sharing

**How long we keep your data**

We only keep your personal information for as long as we need it. We decide how long to keep your information based on what we need and also what the law says. All data is securely and permanently deleted at the end of the retention period. We call this our retention and disposal schedule.

We keep your personal information for 6 years. If your data is used for research purposes, see section on Using your data to gather evidence for policy development and delivery for details.

**Your rights**

We are relying on public task for this processing, this means you have:

* the right to be informed about the collection and use of your personal data – this is called ‘right to be informed’
* the right to ask us for copies of your personal information we have about you – this is called ‘right of access’. This is also known as a subject access request (SAR), data subject access request (DSAR) or right of access request (RAR).
* the right to ask us to change any information you think is not accurate or complete – this is called ‘right to rectification’
* the right to ask us to stop using your information – this is called ‘right to restriction of processing’, and
* your ‘right to object to processing’ of your information, in certain circumstances
* the right to [complain to the Information Commissioner](https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights) if you feel we have not used your information in the right way

There are legitimate reasons why we may refuse your information rights request, which depend on why we are processing it.

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For more information, see the [ICO’s guide to individual rights](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/).

See [Requesting your personal information](https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights) for more on what you’re entitled to ask us, or any of our executive agencies, and your rights about how your information is collected and used.

**Data processors**

A data processor is an organisation that processes your information on DfE’s behalf. DfE uses a data processor for the following activities:

Ecorys UK carries out this work on behalf of the department.

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