

# Privacy Notice for Childminder Start-up Grants Scheme

## Who we are

This work is being carried out by Ecorys UK on behalf of the Department for Education (DfE). For the purpose of data protection legislation, the DfE is the data controller for the personal data processed. See the DfE [Personal Information Charter](#) for more information.

## What we do with your data

If you contact us or apply for a grant, we will collect personal data about you. We will collect your contact details if you use the scheme helpline by email or telephone. If you apply for a childminder start-up grant, we will collect personal data from your application.

We use your personal data to verify that you are a childminder with Ofsted or your childminder agency (CMA), and to undertake fraud checks. If you don't provide this personal data, we will not be able to process your application or award a grant. If we award you a grant, we may also use your personal data to contact you.

## Purpose and lawful basis for processing your personal data

The Department for Education may access personal data to sample how Ecorys is verifying applications. The lawful basis we rely on for processing your personal data is:

- Article 6(1)(e) UK GDPR, to perform a public task as part of our function as a department. Section 14 of the Education Act 2002 allows us to do this.

When we use your sensitive information, this is 'special category' data. Ecorys will need to process some special category data (sex, race, ethnicity) in order 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 we collect

The categories of your personal data that we will be using for this project are:

- name
- address and local authority area
- email address
- National Insurance Number
- financial information, including bank account details to process grant funding
- childminder registration number and date
- proof of ID and address

We collect and use the following sensitive or ‘special category data’

- racial or ethnic origin
- sex

Full details about how we process special category data are given in the [DfE appropriate policy document](#).

We will hold your bank account details to pay grants and keep a record of payments.

### Who we share your data with

We 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).

Where we need to share your personal data with others, we ensure that this data sharing complies with data protection legislation. 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.

<b>Organisation</b>	<b>What is shared</b>	<b>Purpose</b>
Ofsted, for applicants stating they have registered with Ofsted	Registration number, name, home address and work address (if different)	To verify status as a newly registered childminder, according to the scheme criteria.
Childminder Agency, for applicants stating they have registered with a Childminder Agency	Registration number, registration date, name, home address and work address (if different)	To verify status as a newly registered childminder, according to the scheme criteria
AIMS - IT solution for application process	Applications will be completed and submitted via the AIMS system.	To collect personal data in a secure manner which we will use to verify and process the childminder’s application

The Department for Education will appoint a third party to evaluate the impact of this scheme. We will anonymise personal data before sharing.

We have contracted AIMS to provide the IT system for this scheme. They will be responsible for storing your data and will have access to it to provide technical support. AIMS' privacy notice is available.

## **How long we will keep your data**

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.

The Department for Education will keep your personal data for no longer than 6 years.

Under data protection legislation, and in compliance with the relevant data processing conditions, we can lawfully keep personal data processed purely for research and statistical purposes indefinitely.

We will store your data in the UK. AIMS will access data from Ireland for the purposes of providing technical support during the period that the scheme is live.

## **Fraud prevention and identity checks**

If you apply for a grant or receive a grant from us, we will undertake checks:

- for the purposes of preventing fraud
- to verify your identity

These checks require us to process personal data you have provided.

## **Your rights**

We are relying on the public task (Article 6 (1) (e) 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'
- your 'right to object to processing' of your information, in certain circumstances
- rights in relation to automated decision making and profiling
  
- the right to [complain to the Information Commissioner](#) 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.

For more information on your rights, see the [ICO's guide to individual rights](#) or the [DfE Personal Information Charter](#).

See [Requesting your personal information](#) 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.

## **How to contact us and how to make a complaint**

### **How to contact us**

[Contact the DfE Data Protection Team](#) with questions about this document or how we use your information.

### **How to make a complaint**

If you have concerns about how we use your personal information, you can make a [complaint in writing](#) to the Data Protection Officer and Information Commissioner's Office.

### **How to access your personal information**

A [request to access your personal information](#) can be made verbally or in writing.

### **Last updated**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 20 November 2023.