



Privacy Notice – Early Years Alliance & Lincolnshire Children With Disabilities Support Services

Why we collect information about you:

- to support children with disabilities in their early years to be ready for school and access the local community, promote independence and development of peer group relationships
- to help your child to reach their full potential
- to support your child's learning, wellbeing, and development
- to offer parents/carers a break from caring responsibilities whilst leaving their child in our care
- to support children with disabilities to live safely in their family home, access their local community, maximise their independence, develop group relationships and help them to reach their full potential
- to arrange and carry out a home visit with you when this is required
- to effectively manage any special education, health or medical needs of your child whilst using the service
- to carry out regular assessment of your child's progress and to identify any areas of need
- to safeguard and protect children from harm
- to stay in touch with you, including in the case of an emergency
- to help Lincolnshire County Council assess and improve services

What type of information we may collect:

We will only collect the information that we need to deliver services to you and your child. As far as is reasonable and practicable we will ensure that your information is accurate and kept up to date.

- Details about you and your child's name, date of birth, address, and contact information
- Details about your child's individual progress - only with your explicit consent to use the Tapestry Online Learning Journal to track your child's development. Tapestry is provided by a third-party company.
- Details of accidents, near misses and safeguarding concerns on our Cura system, provided by a third-party company.
- Individual circumstances to enable assessment of eligibility for services
- Details of how and when you and your child use the service.

We will also process some special category (sensitive) data such as:

- Disability and health information.
- Mental health details.
- Racial or ethnic origin.

Lawful Basis

We must ensure we have appropriate lawful bases to collect and handle (or 'process') your information. The lawful bases that may apply when we deliver services to children with disabilities within Lincolnshire are:

- The processing is in our legitimate interests.
- With your explicit consent, such as for the use of Tapestry.
- Necessary to comply with a legal obligation.
- Necessary for reasons of substantial public interest.
- Performance of a contract for the supply of goods or services.
- To protect a person's vital interests.

How we may collect your information

- Provided to us directly by you.
- Following a referral from other professionals including health professionals.
- Provided to us by Lincolnshire County Council
- When children with disabilities attend our sessions.

Who we may share your information with

- Lincolnshire County Council.
- Other organisations and professionals involved in the provision of services.
- Police forces and other law enforcement and prosecuting authorities.
- Our insurance underwriter.

How long we hold your information for

We are required to retain your information for as long as is necessary, after which it will be securely destroyed.

When we store and hold information about you as part of delivering our services, the Lincolnshire County Council retention policy applies, and this is available upon request.

How do we protect your data?

We take the security of your personal data seriously. We have internal policies and strict controls in place to minimise risks of your data being lost, accidentally destroyed, misused or disclosed and to prevent unauthorised access.

Where we engage third parties to process personal data on our behalf, they:

- are obligated to comply with the requirements of data protection laws.
- are obligated to only use the data for the purpose/s for which it was supplied.
- are under a duty of confidentiality; and
- are required to implement appropriate technical and organisational measures to ensure the security of your data.

Where do we store your data?

All data you provide to us is stored on secure computers or servers located within the UK or European Economic Area (EEA). We may also store paper records in locked filing cabinets.

Our third-party processors will also store your data on secure IT systems situated in the UK and within the EEA.

Your information rights

You have several rights in relation to the information EYA holds about you. For information about your rights, when they might apply and how to make a request to exercise them, please contact your local service delivery manager. For corporate related issues please contact our Communications Team in writing at the National Centre Office, Communications team, 50 Featherstone Street, London, EC1Y 8RT or email feedback@eyalliance.org.uk

Your rights with respect to your data

As a data subject, you have a number of rights. You can:

- request to access, amend or correct the personal data we hold about you and/or your child;
- request that we delete or stop processing your and /or your child's personal data, for example where the data is no longer necessary for the purposes of processing; and
- request that we transfer your and your child's personal data to another person.

If you wish to exercise any of these rights at any time in relation to the services we deliver on behalf of Lincolnshire County Council, please contact LCC:
<https://www.lincolnshire.gov.uk/comments-feedback/make-subject-access-request/1>

How to ask questions about this notice

If you have any questions, comments or concerns about any aspect of this notice or how we handle your data please contact CWDLincolnshire@eyalliance.org.uk

How to contact the Information Commissioner Office (ICO)

If you are concerned about the way your data is handled and remain dissatisfied after raising your concern, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or <https://ico.org.uk/>

Changes to this notice

We keep this notice under regular review. Any changes to this notice will be posted here so that you may be aware of how we use your data at all times.

Date of this privacy notice

This privacy notice was last updated in April 2024