

## **Privacy Notice Early Years Alliance &**

### **Why we collect information about you:**

- < to deliver face to face and online early-years sessions alongside Lincolnshire County Council, at Children's Centres and other outreach venues.
- < to provide targeted individual or group work with parents and children.
- < to arrange and carry out a home visit with you, when this is requested.
- < to support your child's early learning, wellbeing, and development.
- < to effectively manage any special education, health or medical needs of your child whilst attending a session.
- < to carry out regular assessment of your child's progress and to identify any areas of concern.
- < 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 *Best Start Lincolnshire Early Years and Family services*, which we are commissioned to co-deliver.
- < to assess and improve our own services and respond to your questions.
- < to meet our legal, accounting and reporting requirements.

### **What type of information we may collect:**

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

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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 processor 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 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 co-deliver with Lincolnshire County Council, please contact LCC: [Make a subject access request – Before you make a request - Lincolnshire County Council](#)

### **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 [lincolnshire@eyalliance.org.uk](mailto:lincolnshire@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.

Lincolnshire County Council's privacy notice for Children's & Families Services, is available here: