

Wirral's 1001 First Days Privacy Notice

1001 First Days is a partnership of organisations who are working together to improve school readiness in the early years of a child's life. The **Partners** are:

Koala North West

Foundation Years Trust

Wirral's Early Childhood Services

Each of the Partners is a "controller" and is responsible for your personal data.

Each of the Partners is bound by its own information governance and data privacy policy in addition to this 1001 First Days Privacy Notice, which applies to all personal information processed for the purposes of the programme.

The 1001 First Days Partners promise to respect any personal data that you share with us, or that we receive from other organisations, and keep it safe. We aim to be clear when we collect your data and not do anything you wouldn't reasonably expect.

What personal data we collect and how we collect it

The type and quantity of information we collect and how we use it depends on why you are providing it.

1001 First Days Partners will collect personal data about you and your child when you sign up to the programme. This information will include your names, date of birth, gender (child), NHS number (child), postal address, telephone number and e-mail address.

In addition, the 1001 First Days Partners will also collect the following information when you access services available as part of the programme:

- Your child's age two check (ASQ) as assessed by a Health Visitor and/or nursery
- Your child's EYFS/ Baseline details as assessed by their school (where accessible)
- Other details for you and your child as reported by you, and collected by 1001 First Days Partners through their own assessment tools.

How we use your personal data

The 1001 First Days Partners will only use your personal data when the law allows. Your data will mainly be used to:

- Inform you about and provide you with the services, products or information you asked for
- Evaluate the impact of the 1001 First Days programme
- Understand how the 1001 First Days programme services, products or information can be improved.

Evaluation

We will also use and share the data within the 1001 First Days partnership for the purposes of evaluating the impact of the programme. This will include data relating to self-assessments you have participated in as part of your engagement in the 1001 First Days programme. It will also include information collected by health visitors at your child's Ages and Stages developmental checks (a standard health check), and baseline and Early Years Foundation Stage assessments undertaken by schools relating to your child's development when they start school. This information will be collated within the 1001 First Days programme partnership and anonymised for all evaluation and reporting processes.

The use of your data will help the 1001 First Days programme partnership to understand whether the project is supporting children with school readiness or other areas of development in their early years.

If you access support directly through any of the Partners within 1001 First Days programme, that Partner's Information Governance and Data Protection Policies and Procedures will also apply to your data.

Sharing your story

Some people choose to tell the 1001 First Days Partners about their experiences as individual recipients of the project, to help further its work. They may take on a role as a volunteer for a particular Partner, attend events or sit on committees. This may include sharing sensitive information related to their personal life, in addition to their biographical and contact information.

If the Partner has the explicit and informed consent of the individuals, or their parent or guardian if they are under 18, this information may be used in publicity materials promoting the Partner or the 1001 First Days programme.

Partners may also collect and retain your information if you send feedback about the services or make a complaint.

Who we share your data with

Except as set out in this privacy notice, at no point will identifiable data be transferred outside of the 1001 First Days partnership without your explicit consent.

How we keep your data safe and who accesses it

Each of the 1001 First Days Partners ensures that it has appropriate technical controls in place to protect your personal data when it is shared for the purposes of the programme. For example any online forms/ referrals are always encrypted and data related to the evaluation process will be coded to promote anonymity. All 1001 First Days Partners are bound by their own information governance policies and processes and will adhere to these when processing any information relating specifically to the work they do with you.

Some of the 1001 First Days Partners may use third party suppliers outside the European Economic Area (EEA) to run parts of their operations. Each Partner will ensure that it takes steps to make sure that any third parties provide an adequate level of protection in accordance with UK data protection law and can provide assurances of the security of data. Please contact the relevant Partner if you want further information on the specific mechanism they use when transferring your personal data out of the EEA.

Please note that 1001 First Days Partners may need to disclose your details if required to the police, regulatory bodies or legal advisors. Your personal data will only ever be shared in other circumstances if we have your explicit and informed consent.

Retention

All personally identifiable information will be held by each Partner who needs it for the purpose of providing the services under the 1001 First Days programme to you. Retention of information will only be for as long as necessary for each purpose it is used for. Personal information will be destroyed in line with each Partner's normal data protection procedures and relevant legislation.

Your right to know what we know about you, make changes or ask us to stop using your data

You have various rights in respect of the personal data the 1001 First Days Partners hold about you – these are set out in more detail below. If you wish to exercise any of these rights or make a complaint, you can do so by contacting the 1001 First Days Partner whose service you are accessing.

Access to your personal information: You have the right to request access to a copy of the personal data that each Partner holds about you, along with information on what personal data is used, why it is used, who it is shared with, how long it is kept for and whether it has been used for any automated decision making. You can make a request for access free of charge. Please make all requests for access in writing and provide evidence of your identity.

Right to object: You can object to our processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.

Withdraw Consent: If you have given a Partner your consent to use personal data, you can withdraw your consent at any time. However please note that if you withdraw your consent, we may not be able to provide certain services within the 1001 First Days programme to you. We will advise you if this is the case at the time you withdraw your consent.

Right to rectification: You can ask a Partner to change or complete any inaccurate or incomplete personal data held about you.

Request Erasure: You can ask a Partner to delete your personal data where it is no longer necessary for it to be processed, you have withdrawn consent, or where there is no lawful basis for keeping it. Note, however, that it may not always be possible to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.

Request a transfer: You can ask a Partner to provide you or a third party with some of the personal data that is held about you in a structured, commonly used, electronic form, so it can be easily transferred. Note that this right only applies to automated information which you initially provided consent for use or where the information was used to perform a contract with you.

Request a restriction: You can ask a Partner to restrict the personal information it uses about you where you have asked for it to be erased, where you have objected to use of it, or where you have queried its accuracy.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). The 1001 First Days Partners would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact the relevant Partner in the first instance.

If you decide you do not wish to be supported by the 1001 First Days project any longer and / or request that the Partners have no further contact with you, the Partners will keep some basic information (name, address and contact details) in order to avoid sending you unwanted materials in the future.

Keeping your information up to date

It is important that the personal data the Partners hold about you is accurate and current. Please keep the relevant Partners informed if your personal data changes during your participation in the Growing Minds project.

Changes to this policy

We may change this Data Privacy Notice from time to time. If we make any significant changes in the way we treat your personal data, we will contact you.

Contact Details

You can contact each of the Partners using the details below:

- Koala North West, Woodchurch Lane, Birkenhead, CH42 9PH, Phone: 0151 608 8288
- Foundation Years Trust, c/o Seacombe Children's Centre, Wallasey, Ch44 7AN, Phone: 0151 647 4830

Birkenhead Children's Centre, Brassey Garden's Children's Centre HUB, 2 Brassey Street, Birkenhead, CH41 8DA, Phone : 0151 666 3323

Seacombe Children's Centre, Seacombe Children's Centre, St Pauls Road, Seacombe, CH44 7AN, Phone: 0151 666 3506