



## **Privacy Notice for Early Years Covid Recovery - Experts and Mentors Programme**

### **Who we are**

This work is being carried out by the Early Years Covid Recovery team which is a part of the Department for Education (DfE). For the purpose of data protection legislation, the DfE is the data controller for the personal data processed as part of the Early Years Covid Recovery – Experts and Mentors Programme.

### **How we will use your information**

We receive your personal data either directly from yourself, your setting leader/manager or via your Local Authority.

The aim for this project is to aid in the education recovery of children in the Early Years in light of the Covid-19 pandemic.

The project will secure candidates to act as Area Leads, Experts and Mentors to provide support to practitioners, setting leaders and whole-settings (settings to receive support are identified by Local Authorities based on certain criterion).

### **The nature of your personal data we will be using**

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

- your full name
- email address
- your setting name and address
- the location of the Local Authority you are based

If required, we will also be using

- your Disclosure and Barring Service Status
- your job role
- your qualifications

For the purpose of grant payments, we will also require the settings to confirm their payment information, but this information will not be shared outside of the Department for Education.

### **Why our use of your personal data is lawful**

In order for our use of your personal data to be lawful, we need to meet one (or more) conditions in the data protection legislation. For the purpose of this project, the relevant condition is:

- Article 6(1)(e) UK GDPR, to perform a public task as part of our function as a department (sections 39, 40 and 43 of the Childcare Act 2006, together with Statutory Framework for the Early Years Foundation Stage, which is made in reliance on section 44 of the Childcare Act 2006).

### **Who we will make your personal data available to**

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:

- Training partner – Hemsall Consultancies Limited - for the purpose of training candidates and organising training logistics,
- Appointed Delivery partner – for the purpose of recruiting candidates and matching candidates to settings, completing open-source checks on candidates and conducting video interviews (we may share your applications with them),
- Appointed Evaluation Partner – for the purposes of evaluating the programme/service,
- Local Authorities – for the purposes of informing local authorities of successful Area Leads/Experts/Mentors matched to settings in their area,
- Area Leads – for the purposes of informing Area Leads of their allocated Experts and Mentors, who they will be giving support to.

Where required, the above listed organisations may share your personal data between each other to ensure the effective running of the project where purposes cross, such as the sharing of contact details of successful candidates from the delivery partner to the training partner, to organise training sessions.

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

The Department for Education will keep your personal data as part of the Experts and Mentors Programme for:

7 years after date last modified for financial information such as grant certifications between DfE and settings or Local Authorities,

6 years after the date last modified for contractual/supplier information such as forms of variation and information documents, evaluation information/analysis, and

2 years for general correspondence.

## Your data protection rights

More information about how the DfE handles personal information is published here:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

Under the Data Protection Act 2018, you are entitled to ask if we hold information relating to you and ask for a copy, by making a 'subject access request'.

For further information and how to request your data, please use the '[contact form](#)' in the Personal Information Charter at

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

under the 'How to find out what personal information we hold about you' section.

If you need to contact us regarding any of the above, please do so via the DfE site at: <https://www.gov.uk/contact-dfe> stating: Early Years Covid Recovery – Experts and Mentors Programme.

Further information about your data protection rights appears on the Information Commissioner's website at:

[Individual rights | ICO](#).

## Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent (for example DBS status check information), you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting <https://www.gov.uk/contact-dfe> and state the name of this project. Alternatively, you have the right to raise any concerns with the Information Commissioner's Office (ICO) via their website at <https://ico.org.uk/concerns/>.

## 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 22<sup>nd</sup> February 2022.

## Contact Info:

If you have any questions about how your personal information will be used, please contact us at <https://www.gov.uk/contact-dfe> and enter EY Recovery Experts & Mentors as a reference. For the Data Protection Officer (DPO) please contact us via [gov.uk](https://www.gov.uk) and mark it for the attention of the 'DPO'.