

What happens to your information?

We process your personal information in accordance with the Data Protection Act 1998. Under the Act you have certain rights regarding access to the personal information that we hold about you. You can request to see the personal information that we hold about you. You should contact us if you wish to make such a request.

We ask local authorities to share with us information that they may hold about you. We use the information to make a decision about your parenting capability suitability to work with or be in regular contact with children. It may be necessary to repeat these checks from time to time in order to assess your ongoing suitability.

We may get information about you from others, or we may give information to them. We will only do so in accordance with the law. We may check information we receive about you with what is already in our records. This can include information provided by you as well as by others such as other government departments and agencies.

We will not give information about you to anyone unless the law allows us to do so. We can give information to:

- local authorities – including organisations carrying out a statutory function on behalf of a local authority – so that they can include details such as names, addresses and other registration information in their family information services records and fulfil their statutory functions to provide information, advice and training to childcare providers, including childminders
- Ofsted's inspection service providers who, by law, carry out regulatory processes
- Other agencies – if they write to ask us for information about a provider and they need the information for child protection purposes
- Child protection agencies and the police – so that they can investigate circumstances where children might need protecting from harm.

Information you supply can be given to these people and organisations because the Childcare Act 2006 (sections 83 and 84) allows this. In some cases the law requires us to provide this information.

If you need more explanation or more information please speak to your keyworker.