Use of Information – Data Protection and Security

How will your data be used?

- The data provided will not be used for any purpose other than to check your child’s eligibility to either 2 year old funding or Early Years Pupil Premium
- Your family’s entitlement to certain benefits / support payments will be checked by the local authority with the appropriate government department (HMRC, DWP and Home Office)
- Any entitlement to either 2 year old funding or Early Years Pupil Premium will be shared by the local authority with the childcare provider your child attends
- The Council has a duty to protect the public funds it administers and may use the information you have provided for the prevention and detection of crime, including fraud. This may necessitate sharing information with other local authorities, government departments and law enforcement agencies
- Communications with the local authority (including online transactions) may be subject to monitoring and recording only for the purposes permitted by the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000 in order to prevent or detect crime, or investigate or detect the unauthorised use of the service

Data Security
All data is stored securely and maintained in accordance with the Data Protection Act.

Protecting Data
The Data Protection Act 1998 is a law designed to protect the privacy of individuals, in particular with regards to the processing of their personal information. The Act covers manual (paper) records as well as those held on computer.

Cheshire East Borough Council will ensure that any personal or sensitive information given to them for the purpose of School Admissions will be held in accordance with the Data Protection Act 1998 and its eight principles, which are:

- Processing must be fair and lawful;
- The information we obtain must be for specific and lawful purposes;
- The information must be adequate, relevant and not excessive for those purposes;
- The information must be accurate and kept up to date;
- We must not hold the information for longer than is necessary;
- We must process your information in accordance with your rights;
- The information must be subject to the appropriate technical and organisational security measures;
- We must not transfer the information outside the European Union unless the country in question provides adequate security.

Freedom of Information
All information held by Cheshire East Borough Council is subject to the Freedom of Information Act 2000. Potentially any information held may be released to the public upon receipt of a request. Personal data will be assessed under the requirements of the Data Protection Act 1998 and will only be released if it does not incur a breach of any of the data protection principles.