



Privacy Notice

Data Controller Name: Department of Education

Address: Rathgael House, Baloo Road, Bangor, BT19 7PR

Email: ccs@education-ni.gov.uk

Why are you processing my personal information?

Personal data is being collected to deliver the Northern Ireland Childcare Subsidy Scheme (NICSS). The NICSS is an intervention designed to reduce the childcare costs of eligible working parents by 15% for all qualifying children. The overarching aim of this scheme is to help working parents with the affordability of childcare costs. Personal data will be obtained upon registration for the NICSS and used to evaluate the impact of the Scheme; and to inform the need for a future scheme, and the development of the wider Early Learning and Childcare Strategy.

The lawful basis for processing your personal data is that of a public task in accordance with:

- Section 8 of the Data Protection Act 2018;
- Article 6(1)(e) of the UK GDPR;
- Article 9 2(g) of the UK GDPR (Reasons of substantial public interest - with a basis in law); and
- DPA 2018 Schedule 1, Part 2, paragraph 6 (statutory and government purposes)

Should you wish to withdraw from the NICSS, please contact EYO at nicssparent@early-years.org.

What categories of personal data are you processing?

The following types of personal data are being processed via the administration of the NICSS;

- Name of parent/guardian
- Parent/guardian's address
- Parent/guardian's phone number
- Parent/guardian's email address
- Name of child
- DOB of child
- SEN status
- Approximate household income



- Monthly expenditure on childcare

The following personal data is collected for monitoring purposes. Please note monitoring information will be anonymised and used strictly for equality monitoring purposes only.

- Sex of child
- Ethnicity
- Community background

Where do you get my personal data from?

From you when registering for the NICSS.

Do you share my personal data with anyone else?

We will share the following information with childcare providers. This information is necessary to process the subsidy.

The Department is using Early Years Organisation (EYO), as a data processor, to help it deliver the NICSS. We have a contract in place with EYO which means that they cannot do anything with your personal data unless we have instructed them to do it.

Do you transfer my personal data to other countries?

No.

How long do you keep my personal data?

Personal data will be retained for as long as the NICSS is operational and for no longer than a period of 7 years.

Do you use my personal data to make an automated decision about me or for profiling?

No.

What rights do I have?

You have the right to obtain confirmation that your data is being processed, and [access to your personal data](#)

You are entitled to have personal data [rectified if it is inaccurate or incomplete](#).



Department of
Education
www.education-ni.gov.uk

You have a right to have personal data [erased](#), in specific circumstances

You have the right to [‘block’ or suppress processing](#) of personal data, in specific circumstances

You have the right to [data portability](#), in specific circumstances

You have the right to [object to the processing](#), in specific circumstances

If these rights are applicable and you wish to exercise these please email
Dataprotectionofficer@education-ni.gov.uk

How do I complain if I am not happy?

If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please contact the Department’s Data Protection Officer at dataprotectionofficer@education-ni.gov.uk

If you are still not happy, you have the right to lodge a complaint with the Information Commissioner’s Office (ICO).

Contact details of the ICO are available at <https://ico.org.uk/global/contact-us/>