

Privacy notice for professionals taking part in the Institute for Early Years and West Yorkshire Combined Authority Workforce Plan

Introduction

This privacy notice covers the responsibilities associated with participating in the **Early Years Workforce Plan** and facilitated by **Birth to 19** through funding from **West Yorkshire Combined Authority**.

It outlines the responsibilities of the delivery team at **Birth to 19** as data controller for the handling of personal data collected from participating practitioners, senior leaders, training providers, local authority teams or others during the delivery and research for the **Early Years Workforce Plan**. The development of this project is being supported by the **West Yorkshire Combined Authority**.

Purpose and lawful basis for processing

By participating in our survey, roundtables, and other forms of data collection in relation to the **Early Years Workforce Plan** you are consenting for your data to be collected by us. It is necessary for us to process both quantitative and qualitative data to monitor the impact of the project and collect feedback from individuals participating. This will ensure that we are able to understand the needs of the workforce and inform the development of the **Early Years Workforce Plan**.

All data is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the provisions of the Data Protection Act 2018 (DPA 2018). The lawful basis we rely on for processing your personal data is legitimate interests under article 6(1)(f) of the GDPR. These interests are as per the above purposes.

What we need and why we need it

To help us understand the key issues facing the Early Years education and Childcare sector and outline recommendations presented in a Workforce Plan, we may collect the following data: attendance at events and sessions; feedback from these sessions, attendance and uptake data, assessment and observational data, anonymised survey/case study/focus group data.

During the booking of face-to-face events, we may also collect: practitioner name; practitioner email; setting name; setting postcode. During the events participants feedback and responses may be collected in the form of a survey, interview or focus group.

During the survey, all data will be processed anonymously, unless the participant opts into a follow up conversation. This will mean that the participant has consented to be contacted via the email address provided by a representative of **Birth to 19** to further participate in the **Early Years Workforce Plan**.

Data sharing

Please ensure that any data you share with us is fully anonymised and does not include any personal information unless you do **not** wish to remain anonymous.

How long we keep it

We will retain your personal details and data for up to 1 year following the end of the commission. At this point, the personal details of all participants (i.e. names, contact

details, settings) will be deleted from our database.

Who will we share personal data with?

Data relating to the individual who has participated, along with their setting and region, may be shared with the **West Yorkshire Combined Authority** for monitoring purposes.

Any feedback data collected through surveys, interviews, focus groups or other methods of data collection will be anonymised before sharing with the **West Yorkshire Combined Authority**.

Additionally, we reserve the right to share data related to the project on our social media platforms, publications and any other ways we deem appropriate to share the impact of this project for an indefinite period of time. When sharing data related to the project, it will not be traceable to you as the participant as all personal data will be anonymised, unless further consent is gained.

Your data will be processed using providers of administration and analysis software, such as Microsoft Office and Google Workspace.

What are your rights?

As we are processing your personal data for our legitimate interests as stated above, you have the right to object to our processing of your personal data. Please be aware that if you withdraw from the project any data collected will still be retained for up to 1 year following the end of the project.

If you wish for further information about this notice, please write to the Information Compliance Team, at **Birth to 19**, St Edmund's Nursery School and Children's Centre Washington Street Girlington Bradford BD8 9QW.