

## **Data Protection Privacy Statement - Eligibility for Early Education Entitlements Funding**

To deliver services to the citizens and communities in Bedford Borough, it is necessary for the Council to collect, gather, and process personal data about residents, staff, and other individuals. Bedford Borough Council is committed to protecting your personal data when you use its services and/or correspond with it.

The Council has registered as a Data Controller with the Information Commissioner's Office (ICO). This registration can be viewed on the [ICO website](#) (opens in a new window) Registration Number Z5916725.

As a Data Controller, the Council sets out the purposes and methods for processing information and ensures safeguards over any personal and special category information it processes.

The sections below explain what data we are collecting and storing and the arrangements we have in place to protect the information entrusted to the Council.

In relation to **Eligibility for Early Education Entitlements Funding**, Bedford Borough Council will process your personal data for the following processing purposes:

- To establish eligibility for Early Education Entitlements Funding (EEEEF) for children aged from 9 months to 4 years old
- Disability Access Funding (DAF)
- Early Years Pupil Premium (EYPP)

It is processing this personal data by virtue of the following lawful basis:

Compliance with a legal obligation - Article 6(1)(c) - This lawful basis applies when the processing is necessary for compliance with a legal obligation to which the data controller is subject.

We collect information about your child as well as information about you as their parent/carer for providers to submit on your behalf for the above. We hold this personal data securely and use it to:

- To check eligibility
- Share data with the Department for Education and Other Local Authorities in order to ensure that funding claims are correct and appropriate
- Share with schools to assist in transitions
- Undertake statistical forecasting and planning
- Complete statutory returns
- Undertake wider Council statutory duties in support of your child's education and welfare
- Ensure compliance with our obligations under the accuracy principle of the General Data Protection Regulation (Article (5)(1)(d)), making sure our records about you and your family are up to date

The personal data that will be collected:

- Personal information, for example, the child's full name, preferred name, current address, new address, provider address, date of birth, age
- The parent/carer's name, home address, contact telephone number, email address
- Relevant documents – evidence to support application for DAF

The special category data that will be collected:

- Information about your child's characteristics (such as gender, faith grounds indicator, ethnic origins, looked after status indicator)
- Supporting evidence you provide relevant to your application (medical evidence, care responsibility evidence e.g. adoption certificates/care orders)
- Special category information such as sex of the child
- Child in Care (LAC) status
- EHC Plan status
- SEN status
- Refugee/Asylum status

Performance of a task carried out in the public interest - Article 6(1)(e) - This lawful basis applies when the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller.

Article 9(2) (g) – Necessary for reasons of substantial public interest based on Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguarding measures

The processing of your personal data will be restricted in time to: 7 years. Your personal data will be held by/for the Council within the UK or the EU.

The information you have provided is a statutory or contractual requirement: this is something we have to do. Please see details below, including any consequences if we do not receive the information:

**The data is necessary to establish eligibility for EEEF, DAF and EYPP.**

We have a range of measures to protect the personal data you provide. These include: cyber security; physical security of the Council's buildings and training on Data Protection for staff.

Bedford Borough Council is the Data Controller processing your information, who can be contacted as follows:

Information Governance  
Bedford Borough Council  
Borough Hall  
Cauldwell Street  
Bedford  
MK42 9AP  
Email: [dpo@bedford.gov.uk](mailto:dpo@bedford.gov.uk)  
Telephone: 01234 267422

If you wish to enquire about your rights as a data subject, whether you wish to request a copy of your own information that Bedford Borough Council holds, request for data portability; rectification or erasure of your data for any reason or objection to any processing, please contact the Council's GDPR Data Protection Officer email: [dpo@bedford.gov.uk](mailto:dpo@bedford.gov.uk) or send to the above address.

Alternatively, in the event that you remain dissatisfied with the way Bedford Borough Council has handled the processing of your information (i.e. after liaising with the Council to find a satisfactory solution), you have the right to contact the UK's Statutory Authority: The Information Commissioner's Office (ICO) who can be contacted by using the details displayed at the bottom of the page entitled [Personal information and your rights | Bedford Borough Council](#) on our website under the "Challenging the response" heading.

**Changes to this Notice:**

We keep this Privacy Notice under regular review; this Notice was last updated in April 2026