

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. 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 assessing eligibility for Early Education Entitlements Funding, Bedford Borough Council processes personal data for the following purposes:

- To determine eligibility for Early Education Entitlements Funding (EEEF) for children aged 9 months to 4 years.
- To determine eligibility for Disability Access Funding (DAF).
- To determine eligibility for the Early Years Pupil Premium (EYPP).

To administer these funding schemes, we collect information about your child and, where necessary, information about you as their parent or carer. This information may be provided to us by your chosen childcare provider on your behalf. We store this information securely and use it to:

- Determine and verify eligibility for funding.
- Share information with the Department for Education and other local authorities to ensure funding claims are accurate, appropriate and made in accordance with funding requirements.
- Share relevant information with schools to support a child's transition into education.
- Undertake statistical forecasting, service planning and funding allocation activities.
- Complete statutory returns and fulfil legal reporting obligations.
- Carry out the Council's wider statutory duties in relation to children's education and welfare.
- Maintain accurate and up-to-date records in accordance with the UK GDPR accuracy principle (Article 5(1)(d)).

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

Bedford Borough Council is processing this personal data by virtue of the following Lawful Basis:

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.

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 provided relevant to your application (medical evidence, care responsibility evidence e.g. adoption certificates/care orders)
- Child in Care (LAC) status
- EHC Plan status
- SEN status
- Refugee/Asylum status

Bedford Borough Council is processing this special category data by virtue of the following Lawful Basis:

Processing is necessary for reasons of substantial public interest based on law – Article 9(2)(g) supported by DPA 2018 Schedule 1 Part 2 Paragraph 6 (Statutory and Government Purposes)

Personal data provided for assessing the eligibility for Early Education Entitlements Funding, may be shared with, or obtained from the following organisations:

- Early Years Providers
- The Department for Education.
- Other departments within the council (where there is a lawful basis to do so)

This is in addition to any other disclosure required by a Court of Law or in response to a valid request by, normally, a law enforcement agency.

The processing of your personal data will be restricted in time to: 7 years from the end of the financial year to which the record relates.

Your personal data will be held by/for the Council within the UK or the EU. Where service providers store or access information from outside the UK, the Council will ensure appropriate safeguards are in place in accordance with UK GDPR.

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

The information collected is required to assess eligibility for Early Education Entitlement Funding (EEEF), Disability Access Funding (DAF) and Early Years Pupil Premium (EYPP), administer funding payments and fulfil the Council's statutory responsibilities in relation to early years education.

If the required information is not provided, the Council may be unable to determine eligibility for funding, process funding claims, make payments to providers, or comply with statutory reporting requirements. This may result in delays in processing applications or the child being unable to access the relevant funding entitlement.

The processing of your information does **not** involve automated decision-making.

The Council has appropriate technical and organisational measures in place to protect your personal data against unauthorised or unlawful processing, accidental loss, destruction or damage.

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
Telephone: 01234 267422

If you wish to enquire about your rights as a data subject, whether you wish to request a copy of your 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 get in touch with the Council's GDPR Data Protection Officer by emailing dpo@bedford.gov.uk or writing to the above address. Some individual rights may be limited where processing is necessary to comply with a legal obligation or to perform a task carried out in the public interest.

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.

This Notice was last updated in September 2026.