

Data Collection for Costs of Delivering Funded Early Learning and Childcare – Privacy Notice

The Scottish Government has commissioned the Diffley Partnership – an independent research organisation – to develop a survey to collect data on the costs of delivering sustainable funded Early Learning and Childcare (ELC).

This privacy notice explains why Diffley Partnership are asking for personal information from you, how this information will be used and how it will be protected. It also sets out your rights.

Why is information being collected and what will it be used for?

The Scottish Government has commissioned this research to collect data on the costs of delivering sustainable funded ELC, in line with the requirements for setting sustainable rates, in private, third sector and childminding settings. This data will inform future sustainable rate setting by local authorities. Diffley Partnership and Scottish Government have held a series of meetings with stakeholders to gather feedback on previous and current cost collection exercises, and have used this feedback design and refine this survey.

Data from this cost collection exercise will contribute to future budgeting processes and will be used to inform updated guidance to support local authorities to set appropriate sustainable rates for private, third sector and childminding settings delivering funded ELC.

Your information is being collected in relation to this cost collection exercise survey. You are being asked personal details by Diffley Partnership so that Diffley Partnership can collect your response, collate information from across responses, conduct thorough analysis and report back to the Scottish Government. Individual responses will be completely confidential and will not be seen by anybody outside of Diffley Partnership.

Personal data can be collected and used in this way under the terms of data protection legislation in the UK, those of Articles 6(1)(e) and 9(2)(g) of the General Data Protection Regulation (GDPR) and the Data Protection Act (2018).

What personal information is being collected?

This survey is administered through the online platform Survey Monkey. Through completing this survey we are provided with:

- Your IP address– which will be deleted as soon as we download the data from the software
- Employment status
- Postcode

Who will have access to my personal information?

Only those within the Diffley Partnership team will have access to this information. Other information collected within the survey – including financial information – will not be shared with the local authority where you are based; only aggregate results, e.g. averages at local authority level, will be provided.

How will your information be kept secure?

Your information will be stored securely by Diffley Partnership.

Full details of our Privacy Policy can be found on our website

<https://www.diffleypartnership.co.uk/privacy-policy/>

How long will it be kept for?

Diffley Partnership will delete your personal data within six months after they finish the work for the Scottish Government.

What are your rights?

As set out in data protection legislation, you have the following rights:

1. The right to be informed of the collection, use, sharing and retention of your personal data.
2. The right of access to your personal information.
3. The right to have inaccurate personal information rectified or completed if it is incomplete.
4. The right to have your personal information erased in certain circumstances.
5. The right to restrict processing or the use of your personal information in certain circumstances.
6. The right to data portability- to obtain and re-use your personal data for your own purposes.
7. The right to object to the processing or use of your personal information in certain circumstances.
8. Rights in relation to automated decision making and profiling.

How to contact us

If you want to know what information Diffley Partnership holds about you or to exercise any of the rights set out above, you can contact Diffley Partnership at:

Email: info@diffleypartnership.co.uk

What if I have concerns?

If you have concerns about how your personal data has been used, you can contact Rachel Pringle, Sector Sustainability – Early Learning and Childcare, Scottish Government, at:

Email: Rachel.Pringle@gov.scot

If you feel the Scottish Government has not resolved your information rights concern, you have the right to lodge a complaint with the Information Commissioner's Office (ICO), The ICO is the supervisory authority responsible for data protection in the UK.

For further information, including independent data protection advice and information in relation to your rights, you can contact the Information Commissioner at:

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 08456 30 60 60
Website: www.ico.org.uk

You can also report any concerns here: <https://ico.org.uk/make-a-complaint/>