

Childcare Provider's Service Information Information Sharing



Leicester City Council is required to hold, maintain and make public the information about childcare services in Leicester and to ensure a sufficiency of childcare for working parents, parents studying or training, and for disabled children. This document details how information about childcare services is handled by Leicester City Council.

The information held should be as accurate as possible and should include a range of details as set out in The Childcare Act 2006 and The Childcare (Provision of Information) Regulations 2006.

Data Protection

The information you provide about your childcare service and that provided by Ofsted will be held by Leicester City Council and will only be used in ways described below. Any sensitive personal information held will not be disclosed to any other third parties unless required to do so by law.

Publishing Information

Childcare provider information is made public by publishing the information, free of charge, on the Family Information websites – families.leicester.gov.uk and MyChoice.leicester.gov.uk. Family Information Service (FIS) and Children, Young People and Families Centres will use the websites to share the information online, in writing (letter/email), by telephone and face to face.

The information published will consist of the childcare service's name, address, postcode contact details, and operational details (hours, costs, special provisions). FIS will only publish sensitive personal information if consent is given by the person it relates to. If consent is not provided, the childcare service will be represented by the Ofsted Registration number.

Please note that information available via the website may be accessed by people in countries and territories outside the European Union which may operate different levels of data protection than which apply in the United Kingdom.

The information supplied will form the basis of the Childcare Sufficiency Assessment which is published and will not refer to individual settings without prior consent being obtained.

Storing Information

The information about your childcare service and any sensitive personal information will be stored securely by Leicester City Council. If you cease trading, your records will be archived securely for a minimum of 10 years and to a maximum of 35 years where overnight care is provided. A full review of information will be carried out annually, however it remains your responsibility to ensure that information is correct and up to date.

Information Management

Childcare providers are required to review their information once a term. You will be prompted by Leicester City Council to review and update your information via the Self Update portal. Separate requests may be issued to support the collection of data required for the Childcare Sufficiency Assessment. Where information has not been timely updated, any existing information will be considered as out of date and will be removed from publication.

You can at any time, via the Self Update portal, make changes to your service's information or alter your consent to publish personal information.

To discuss how your information is managed further, contact Early Education Development Team on 0116 454 4190 or email eedteam@leicester.gov.uk.