

## Disability Access Fund Application Form

Please complete this form in [Adobe Reader](#)

Providers who offer 3 and 4 year old children free early years education, can apply to claim a one off lump sum payment of £910 for eligible children in receipt of Disability Living Allowance in order to support their learning.

### Criteria

This fund is for: Children that are in receipt of Disability Living Allowance

### Information Provision Agreement

**Parents/carer:** Please review and confirm the privacy notice (page 2 of this document) and return this completed form to your childcare provider along with a copy of your child's current Disability Living Allowance letter.

### Details

Setting name

Child's Full Name

Date of birth

Date of application

The Early Years team may contact you to discuss the evidence you have highlighted.

**Please review and tick the privacy notice (page 2 of this document) and email this form through secure mail: [fis@harrow.gov.uk](mailto:fis@harrow.gov.uk). Submissions sent by standard email will not be accepted.**

Note: Text entered will wrap on multiple lines please complete as required, if larger than box space a scroll bar will appear to review text. When printing you will not see characters held in the expanded view.

### Privacy Notice: - Parent

At Harrow Council we take privacy of data seriously.

This privacy notice tells you who we are and how you can contact us, our lawful basis and the purposes for processing your children's personal information. The notice explains our retention periods, who it will be shared with and your rights on how we process the data.



## Purpose

Information about your child will be provided to the Council as part of your consent with the provider you chose. The information is entered into the council's provider portal in order to assess entitlement and communicate securely with the provider. The information is used to provide early years funding (further information can be found at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)). Registered Ofsted providers can provide early years services for children in Harrow under the early years foundation stage statutory framework (EYFS) which sets standards for the learning, development and care of children from birth to 5 years old.

Harrow Council requires the information to assist your child to receive their Early Education Funding Entitlement which is distributed to the chosen provider.

Information is stored within the provider portal and may be used for the prevention and detection of fraud and or criminal offences and or complying with another law such as the Health and Safety Act 1974.

## Types of information to be shared:

The information that is shared by the provider includes:

- Child's personal information such as name, address, photograph (if required) date of birth
- Name, address, ID or descriptions/photos of parents or guardians for the purpose of identification including national insurance numbers if required for the purpose stated
- Characteristics, such as ethnicity, language, nationality, country of birth and pupil premium eligibility;
- Medical information, for incident response or as part of the 2 year check;
- Special educational needs information, whether on an EHC plan or support;
- Assessment information, such as the 2 year old progress check, and the EYFS profile outcomes at the end of the Reception year;
- Transition Document, information when transitioning to other providers or school
- Bank account details, payroll record and tax status information
- Provider locations, business addresses or physical provider settings
- Correspondence relating to the child

## Sharing with third parties

We will only use your personal information for the purposes for which we collected it, unless the reason is compatible with the original purpose in this case to ensure children are supported in provider settings. Third parties we may share the information with can be the Department for Education, HMRC, Quality Care Commission, OFSTED and other departments within Harrow Council or contractors and designated agents.

Please note we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

## Security of information

We will only share information with or from Providers using a secure transfer method. Providers must email Harrow Council using a secure email. The council agrees to securely hold parent/carer/children's data in accordance with our [Information Governance and Security Policy](#) and data retention policy.

## How long we store the information for

We retain children's data relating to service provision for 25 years from the date Harrow Council received the information. This is for record purposes and to deal with any enquiries or complaints during this period. After the retention period expires, we will delete the information held unless there is a basis in law to retain data for a longer period. If this occurs, we, or the provider will contact you as the parent or guardian of the child to make you aware of this.

## Right to complain or receive further information

Please contact us if you would like to know more about the information, we hold about you and how we use it: email [FIS@harrow.gov.uk](mailto:FIS@harrow.gov.uk). You have a right to complain to us if you think we have not complied with our obligation for handling your personal information; please visit our [Compliments and Complaints](#) page. If you are not satisfied with the Council's response you have a right to complain to the Information Commissioner's Office (ICO). You can [report a concern by visiting the ICO website](#).

**Tick the box to verify that in submitting this form You have read and understood the above Privacy Notice, which also appears on their provider declaration form.**