

## Working Family Code Check – Consent Form

Thank you for your enquiry about accessing your working family entitlement place at Little Herons Preschool

Before confirming the place, the eligibility code needs to be verified with Somerset Council. Please complete and sign this form to confirm that you agree to the checks being made:

<b>Child's Legal Name:</b>		<b>Known as (if different from legal name):</b>	
<b>Child's Date of Birth:</b>		<b>Parent/Carer 1 Name:</b>	
<b>Parent/Carer 1 National insurance Number:</b>		<b>Parent/Carer 1 Contact Number and/or e-mail address:</b>	
<b>Parent/Carer 2 Name:</b>		<b>Parent/Carer 2 National insurance Number:</b>	
<b>Parent/Carer 2 Contact Number and/or e-mail address:</b>		<b>Working Family code (this is an 11 digit code):</b>	
<b>If you are looking at claiming the working family entitlement with any other childcare providers, please list them here:</b>			

- ☐ I confirm that the above information is correct.
- ☐ I confirm that I have read the information on this form.
- ☐ I consent to the Provider named above and Somerset Council using this information to verify my eligibility for the working family entitlement and that the Provider will be notified of the result of the check.
- ☐ I understand that the information will be held electronically.
- ☐ I understand that if I am eligible, the Local Authority will continue to check my eligibility and if they are notified that I am no longer eligible, they will inform my provider.
- ☐ I understand that if I am no longer eligible, I will have to pay for hours used. I understand that there is a Grace Period which I may be able to use if working family entitlement has been claimed for my child at this setting in the previous funding period.
- ☐ I confirm I have read the privacy notice overleaf.

**Signature**

.....

**Date**

.....

**Privacy notice:**

**Notification regarding the processing of personal data supplied on this form**

**Data Controller** – Provider to complete

**Data Protection Officer contact** – Provider to complete

**Purpose for processing** – The information requested will be used to check your child's working family entitlement eligibility.

**Legal basis for processing** – We are processing your personal data because we are required to do so by law.

**By Law** – Childcare Act 2016

**Legitimate Interests** – Provider to complete

**Data Sharing** – Provider to complete but needs to include the Local Authority for example “the personal data provided will only be disclosed to staff at this provider, staff in the Local Authority who have a right of access and where appropriate, any other early years setting that your child(ren) attends as well as Somerset Councils software supplier, the Department for Education and Ofsted”.

**Transfers abroad** – this data is held within the EU and is accessible by the approved software provider.

**Data Retention** – the personal data supplied on this form will be retained for as long as is necessary to meet our statutory requirements and legitimate interests and it will be disposed of in a manner appropriate to its sensitivity.

**Your Rights** – You have the right to ask Provider Name for a copy of your data, the right to rectify or erase your personal data, and the right to object to processing. However, these rights are only applicable if the provider has no other legal obligation concerning that data. You also have the right to complain to the regulator, <https://ico.org.uk/>

**Consequences:** – If you do not supply this information to us, we will not be able to do process your application for the extended entitlement. For more information see our privacy statement which is available on request or at Provider Website.