

## Privacy Notice Childcare Partnership Training Programme

Data Controller – Strategic Planning and Performance Group, Department of Health  
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Data Protection Officer Name: Charlene McQuillan

Email: [DPO@health-ni.gov.uk](mailto:DPO@health-ni.gov.uk)

### Why are we processing my personal information?

- The Childcare Partnership (CCP) Training Team works within the Directorate of Community Care in the Strategic Planning and Performance Group (SPPG). The SPPG is part of the Department of Health (DOH) and is accountable to the Minister for Health.

The CCP Training Programme is administered via the CCP Training Team and offers a range of core and continuous professional development courses to staff employed within registered childcare provision across Northern Ireland. We need your personal information to allow us to process your applications for training and other events such as seminars and conferences. We may also contact you in relation to other items of information that may be of interest to your early years practice. If you are providing the CCP with personal information on behalf of another person, it is your responsibility to ensure that you have their consent to provide the CCP with their information.

All Training courses must be booked online via the secure SPPG Online Booking system which is hosted by the Business Services Organisation (BSO) and sits within the secure HSC network.

The Booking system is accessible via the Family Support NI (FSNI) website [Training and resources for childcare providers - FamilySupportNI](#). The FSNI website is also managed by the Childcare Partnership Team within SPPG on behalf of the Department of Health.

### The lawful basis for processing your personal data:

- The lawful basis for processing personal information for this purpose is covered under Article 6(1)(e) of the UK General Data Protection Regulation ('GDPR'), as the Department processes this information as part of its public task.

### What categories of personal data are you processing?

- The personal information that we process (name, job title, email address, workplace address & mobile/telephone number) is the information that you or your manager/ administrator, with your consent, have supplied to help us to process your training requests and to provide you with information that may be of interest to you in your Early Years role.

## **Where do you get my personal data from?**

- We obtain this information from you or your manager/administrator within your work placement. When applying for a training course, you first need to set up a personal profile. This data is stored in a secure portfolio that is created by the secure SPPG booking system enabling you to keep track of the training courses you attend and print certificates. Only you or your manager/administrator, with your consent, can view this profile. The Childcare Partnership only holds the data that you provide us with.

## **Do you share my personal data with anyone else?**

- The CCP training team will only share your personal data (name, setting, email address, telephone number) with the training provider responsible for delivering the training that you have applied for (or that has been applied for on your behalf), only if this is necessary for the purpose of undertaking the training; for example, the trainer may need to forward you pre-course and/or post-course material. The training provider is not at liberty to use your data for any purpose other than in relation to the particular CCP training course.
- The training provider will forward a record of those persons attending each course to the CCP Training Team to enable us to monitor and review attendance levels (this record will contain the name, workplace address and email address of each attendee).
- All associated correspondence between the Childcare Partnership Training Team and training providers is password protected and encrypted.

## **Do you transfer my personal data to other countries?**

- No

## **How long do you keep my personal data?**

- The CCP Training Team will only retain your information for as long as necessary, in line with the Department of Health's (DOH) Good Management Good Records (GMGR) guidance on the retention of information <https://www.health-ni.gov.uk/topics/good-management-good-record>.

Data will be held on the system for eight years after the last entry is made. GMGR Disposal Schedule – Section O <https://www.health-ni.gov.uk/articles/disposal-schedule-section-o>.

## **How do you use my personal data to make decisions about me?**

- The CCP Training Team uses your personal data to help us allocate training places. We aim to do this in a fair and equitable manner. Aggregated numerical

data is used to ensure that training continues to meet the needs of the staff employed in the childcare sector.

We may also use your data to communicate with you about evaluating training, assessing your future training needs, to share items of interest and to let you know when there are special events and conferences happening.

### **What rights do I have?**

- You have the right to obtain confirmation that your data is being [processed, and access to your personal data](#)
- You are entitled to have personal data [rectified if it is inaccurate or incomplete](#)
- You have a right to have personal data erased and to prevent processing, [in specific circumstances](#)
- You have the right to 'block' or suppress processing of personal data, [in specific circumstances](#)
- You have the right to data portability, [in specific circumstances](#)
- You have the right to object to the processing, [in specific circumstances](#)
- You have rights in relation to [automated decision making and profiling](#)

### **How do I complain if I am not happy?**

If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please contact *Department Data Protection Officer* using the details above.

If you are still not happy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113  
Email: [ni@ico.org.uk](mailto:ni@ico.org.uk)  
[ICO Complaints Form](#)