

Pen Green Stronger Practice Hub

Privacy Notice

Last reviewed: July 2026

1. Who we are

The Pen Green Early Years Stronger Practice Hub is led by **Pen Green Research, Development & Training Base** and is funded by the **Department for Education (DfE)** as part of the national Early Years Stronger Practice Hub programme.

We support early years providers across **North Northamptonshire, West Northamptonshire, Rutland, Milton Keynes and North Buckinghamshire** by sharing evidence-informed practice, facilitating professional networks, delivering professional development and providing targeted support to improve outcomes for young children.

Pen Green Research, Development & Training Base is the **Data Controller** for the personal information processed through the Pen Green Early Years Stronger Practice Hub.

ICO Registration: ZA130051

Data Protection Officer

Angela Prodger

Email: dpo@pengreen.org

This privacy notice explains how Pen Green processes personal information when you engage with the Pen Green Early Years Stronger Practice Hub.

As the Early Years Stronger Practice Hub programme is funded by the Department for Education, some information may also be processed as part of the national programme. Further information can be found in the **Department for Education Early Years Stronger Practice Hub Privacy Statement**, which should be read alongside this notice.

2. What information we collect

Depending on how you engage with the Hub, we may collect:

- your name
- job title
- organisation or setting
- postal address
- email address
- telephone number
- Local Authority area
- Ofsted URN (where appropriate)
- details of events, webinars and professional development you attend
- records of enquiries and support requests
- evaluation and feedback
- communications and marketing preferences
- information relating to funded programmes where appropriate.

Where targeted support is provided, we may also collect information relating to your setting's professional development priorities, quality improvement needs and engagement with Hub activity.

3. Why we collect your information

We process your information to:

- administer bookings for events, webinars and professional development
- communicate with you about Stronger Practice Hub activities
- provide newsletters, resources and updates
- respond to enquiries and requests for support
- coordinate targeted support where appropriate
- evaluate the quality and impact of Hub activity
- fulfil contractual obligations associated with the Department for Education funded programme
- improve our services and understand the reach and impact of the programme
- produce reports using anonymised or aggregated data wherever possible.

4. Our lawful basis for processing

We process personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Our lawful bases include:

- **Public Task** – to deliver the Department for Education funded Stronger Practice Hub programme.
- **Legitimate Interests** – to operate, monitor, evaluate and improve our services.
- **Contract** – where processing is necessary to administer events or commissioned activity.
- **Consent** – where required, for example when subscribing to marketing communications or where photographs, recordings or case studies are used.

5. Who we share your information with

We only share personal information where it is lawful, necessary and proportionate.

Your information may be shared with:

- the **Department for Education**, to support the delivery, monitoring and evaluation of the Stronger Practice Hub programme
- **Ambition Institute**, as the Department for Education's national delivery partner for the Stronger Practice Hub programme
- **Local Authorities** within the Hub area where appropriate to coordinate support, identify eligible providers, avoid duplication of provision and maximise opportunities for early years settings and childminders
- **Other Early Years Stronger Practice Hubs** where we are working collaboratively to plan or deliver joint events, webinars, networks or other professional development activities. Where appropriate, we may share limited information, such as your name, organisation, email address and Local Authority, to enable the administration of these jointly delivered activities.
- organisations commissioned by Pen Green to deliver elements of the Stronger Practice Hub programme on our behalf

- trusted suppliers who provide systems for event bookings, customer relationship management, communications, website hosting and IT support.

Information is shared only where necessary for the delivery of the programme and is processed in accordance with UK GDPR and applicable data protection legislation. Wherever possible, information used for reporting and evaluation purposes will be anonymised or aggregated.

6. National Early Years Stronger Practice Hub Programme

The Pen Green Stronger Practice Hub forms part of the national Early Years Stronger Practice Hub programme funded by the Department for Education.

Where necessary, information relating to your participation in Hub activities may be processed by the Department for Education and its appointed national delivery partner to support programme delivery, monitoring, evaluation and continuous improvement.

Further information about how personal information is processed as part of the national programme is available in the **Department for Education Stronger Practice Hub Privacy Statement**.

7. Marketing and communications

If you choose to subscribe to our newsletters or mailing lists, we will use your contact details to keep you informed about:

- professional development opportunities
- events and webinars
- funding opportunities
- networks
- resources and publications
- news from the Pen Green Stronger Practice Hub.

You can unsubscribe from marketing communications at any time by using the unsubscribe link included within our emails or by contacting us directly.

8. How long we keep your information

We retain personal information only for as long as necessary to fulfil the purposes for which it was collected and in accordance with the Pen Green Records Retention Schedule, Department for Education contractual requirements and applicable legislation.

When information is no longer required, it will be securely deleted or anonymised.

9. How we protect your information

We take appropriate technical and organisational measures to keep your personal information secure.

Information is stored within secure electronic systems and, where necessary, paper records are stored securely. Access is restricted to authorised staff and approved delivery partners who require the information to carry out their role.

10. Your rights

Under UK GDPR you have the right to:

- be informed about how your information is used
- request access to your personal information
- request correction of inaccurate information
- request erasure where applicable
- request restriction of processing
- object to certain types of processing
- request portability of information where applicable
- not be subject to decisions based solely on automated processing.

Some of these rights may be limited where processing is required to meet legal or contractual obligations.

11. Contact us

If you have any questions about this privacy notice or how we process your personal information, please contact:

Data Protection Officer

Pen Green Research, Development & Training Base
108 Rockingham Road
Corby
North Northamptonshire
NN17 1AE

Email: **dpo@pengreen.org**

12. Complaints

If you are unhappy with how we have handled your personal information, please contact us in the first instance so that we can investigate your concerns.

You also have the right to lodge a complaint with the **Information Commissioner's Office (ICO)** if you believe your information has not been processed in accordance with data protection legislation.