

Early Years Data Request Policy



Processing of data requests is a lengthy process involving a significant amount of resource. Therefore, timescales for completion will be estimated based on service demand and staffing and may be subject to change.

Data requests must be submitted using the link at the end of this document. This will ensure a full and detailed description of required data is included, minimising delays in request completion.

Key Points:

- When a request is submitted, we will endeavour to provide you with an approximate time for completion. Please note this will be an estimate only
- Requests will be dealt with on a first come first serve basis
- If the information requested relates to more than one site/area of the City, these will need to be submitted as individual requests impacting on timescales for return
- The information provided by the team is valid at the time of completion (which will be detailed on the report) as the childcare sector is a transient market
- The information is provided for use only by the person/organisation submitting the request and is not to be replicated/shared outside the organisation due to the data changing frequently
- Requests received prior to termly headcount/census day will be completed using vacancy collection data from the previous term
- If a request is received after the headcount/census day it will be processed by the end of term. This is to enable the most recent vacancy collection data to be used to inform the request
- Responses to data requests will be anonymised to ensure compliance with General Data Protection Regulations (GDPR)
- Information on all registered childcare providers is available on the Coventry Family Information Directory website : <https://cid.coventry.gov.uk/> and this may be a good starting point if you are looking for information on local childcare options

To submit a data request to Coventry Early Years team please use the following link:
<https://forms.office.com/Pages/ResponsePage.aspx?id=Zfr8cUYHyE6bFq2S-y3hAt6LBeGV32VBldLZkbSibxFUM0Y3MFJXOVMwTzdWUks1QThZWIdaRTJGTC4u>