

Benefits - Certificate of Child Care Charges

We need proof of the child care charges you are charged and the payments you make.

Please ask your child care provider to complete in full and sign this form. The form should then be returned to: **Benefits Section, Huntingdonshire District Council, Pathfinder House, St Mary's Street, Huntingdon PE29 3TN.**

Claimants Name _____	Claim No _____
Claimants Address _____	

Child Care Provider _____	
Address _____	
Registration No _____	Contact Name _____
Telephone Number _____	Fax Number _____

Childs Name _____

Week Commencing _____

Week 1	Time Start	Time End	Total Hours	Cost (£)
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
TOTAL				

Week Commencing _____

Week 2	Time Start	Time End	Total Hours	Cost (£)
Monday				
Tuesday				
Wednesday				

Thursday				
Friday				
Saturday				
Sunday				
TOTALS				

Week Commencing _____

Week 3	Time Start	Time End	Total Hours	Cost (£)
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
TOTALS				

Week Commencing _____

Week 4	Time Start	Time End	Total Hours	Cost (£)
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
TOTALS				

Week Commencing _____

Week 5	Time Start	Time End	Total Hours	Cost (£)
Monday				
Tuesday				
Wednesday				
Thursday				

Friday				
Saturday				
Sunday				
TOTALS				

Period covered From _____ to _____	£ Total for period
Less Sibling Discount	
Less Nursery Education Grant	
Adjustments	
Balance Brought Forward	
Total Payable	
Amount Paid	
Balance Outstanding	
Declaration	
I confirm that the information given on form is true and accurate in respect of the child costs due.	
Name _____ Signature _____ Date _____	

Privacy Notice – HDC – Benefit Claim

Why are we asking for your personal information?

We require your personal data to enable us to assess your benefit claim. We need your personal data to enable us to carry out our legal obligation as laid out in the Local Government Finance Act/Social Security & Benefits Act we cannot process your request / application unless you provide this personal information. If you do not or if you refuse to allow us to share information we will not be able to carry out the service for you and cannot be held responsible for any consequences to you of it not being carried out. If all the requested information is not supplied then it is likely that we will be unable to consider your request and you will not receive any benefit to which you may be entitled.

We may automate decisions and will inform you if we have done this as soon as reasonably practicable and provide you with access to our Data Protection Policy. You hold the following rights with regard to the personal data you provide us:

Right to Access – You have the right to access (receive a copy) of your personal data and supplementary information.

Right to Rectification – You have the right to have any inaccurate or incomplete personal data rectified.

Right to object to us processing your personal data where you have an objection on “grounds relating to your particular situation”.

Right to Restriction – You have the right to request a restriction of the processing of your personal data in situations where it is inaccurate, unlawful, and no longer needed for the purposes for which it was originally collected, or if a withdrawal of consent has been made.

Sharing your information

We may share your personal data within internal departments of the Council, local partner authorities and Government departments as required. We may process the information you provide to prevent and detect fraud in any of our systems and may supply information to Government agencies, credit reference agencies, law enforcement agencies, audit or other external bodies for such purposes. We participate in the Government’s National Fraud Initiative. If any of the information we have about you is incorrect, please tell us, we are reliant on you assisting us to keep your information accurate and up to date.

Retention of your personal information

We only keep your information as long as necessary, for some items this will be dictated by law. You can find out more by looking at the Councils Retention Policy on the web site. We do not routinely process any information about you outside the UK. We will not transfer your personal data outside of the EU.

Huntingdonshire District Council is a registered Data Controller with the Information Commissioners Office.

You can find out more about how we handle your data by visiting the Councils Privacy Notice page on the web site.

If you have a query regarding your rights please contact the Data Protection Officer who can be contacted by emailing infogov@3csharedservices.org or you can write to the Council and mark your letter for the attention of the Data Protection Officer. Alternatively you can call 01480 388388.

You have the right to lodge a complaint with the Information Commissioners Office (ICO) should you believe any part of this statement to be unlawful.