

Information leaflet for the following form **"Mandatory statement for parents/guardians when claiming a 45-hour place in a day care facility" as part of the place search in the "LITTLE BIRD" portal**

Ladies and Gentlemen, Dear Parents,

You would like to register your child for a 45-hour place in one of Bielefeld's day care facilities (Kitas)? Or your child is already being cared for in a day care facility and you would like to extend the duration of care to 45 hours per week?

Then it is important that you read this leaflet and then fill out the attached form "Mandatory declaration for parents/guardians when claiming a 45-hour place in a children's day care facility".

The following information will help you:

After the first year of life children have a legal right to child care. The amount of time of care you are entitled to (25, 35 or 45 hours per week) depends on your individual needs. As a parent/guardian, you have the right, within the framework of legal requirements, to choose the time of care for your child according to your needs. According to the Children's Education Act (Kinderbildungsgesetz), the nursery providers are supposed to align their services with the needs of the families.

Normally, the Kitas maintain a certain quota of care places with a weekly coverage of 25, 35 or 45 hours. For example, if you have a need for 35 hours, but there are only 45-hour places available in the Kita, this does not necessarily mean that you have to accept a 45-hour place there. The Kita is able to change the 45-hour place into a 35-hour place. In this event, you should talk about this directly with the Kita. The Family Office of the Youth Welfare Office of the City of Bielefeld is of course happy to provide you with advice.

As already mentioned at the beginning, the mandatory declaration for parents/guardians is only required if you have a 45-hour care requirement. The city of Bielefeld, has, together with the operators of the day-care facilities, established criteria for when a 45-hour place is considered necessary:

1. A right to a 45-hour place is generally recognized if such care is required due to the extent of an active employment, job training or other educational measure. Driving and pick-up times are also taken into account. In the case of single parents/guardians, it depends on the situation of the single parent/guardian. In households where two persons have custody of the child, the prerequisites must be fulfilled by both of them.
 2. A 45-hour place is also available if such care is required for domestic, family, educational or comparable individual reasons.
- For more information, please refer to the form "Mandatory declaration for parents/guardians when using a 45-hour place in a day care facility".

Please submit the binding declaration for parents/guardians to the Kita when you sign the contract. The declaration will remain in the Kita and is stored and treated there in accordance with the data protection regulations.

If you have any questions about the form, please do not hesitate to contact the Family Office. Of course, you can also contact the employees of the family office with other questions concerning the topic of child education or Kita places. You can reach our family office

- Personally Monday to Friday from 09:00 to 12:00 and on Thursdays from 14:30 to 18:00 in the town hall, Neues Rathaus, Niederwall 23, 33602 Bielefeld, Room G 114/G 116,
- by telephone under 0521 / 51 5252 or
- by email under familienbuero@bielefeld.de.

Sincerely

The Youth Welfare Office of the city of Bielefeld

Compulsory declaration for parents/guardians when claiming a 45-hour place in a day care facility

Data of the child to be cared for:

Family Name:	
First name:	
Date of birth:	

A 45-hour seat is required from the following date:

A 45-hour seat is required for the following reason:

<input type="checkbox"/>	<p>I am a single parent/guardian and have a 45-hour care requirement for my child for the following reason:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The amount of my work, job training or other educational activity is at least 30 hours per week. <input type="checkbox"/> The scope of my employment, training or other educational measure is less than 30 hours per week, but is still not compatible with the care times of a 35-hour place (due to shift or rotational work schedules, working hours in the afternoon etc.).
<input type="checkbox"/>	<p>We (both parents/guardians) raise the child living in our household together. Each of us has a reason for our child's need for 45-hour care.</p> <ul style="list-style-type: none"> <input type="checkbox"/> The level of employment, training or other educational activity of each of the two parents/guardians is at least 30 hours per week. <input type="checkbox"/> The level of employment, training or other educational measure for one or both of the parents/guardians is less than 30 hours per week, but is nevertheless incompatible with the care periods of a 35-hour place (due to shift and rotational work schedules, working hours in the afternoon etc.), Even if the two persons entitled to care share the drop-off and pick-up times times between each other.
<input type="checkbox"/>	<p>There are domestic, family, educational or comparable reasons for a 45-hour need for care (e.g. Care of family members, health impairment of parents/guardians, higher individual care needs of the child).</p>

Note:

- Employment = dependent employment or self-employment
- Education = school, vocational training, studies, retraining etc.
- Other education measure = integration course, German language course, integration measure in work etc.

I/we have taken note of the information sheet "Regulations for the use of a 45-hour care place in a children's day care facility".

I/we assure by my/our signature that I/we have provided all information truthfully.

I/we have taken note of the following information regarding data protection and the processing of personal data. *

Date/signature of the declarant(s)

*** Information pursuant to Articles 13 and 14 of the GDPR regarding the collection of personal data**

Personal data is collected as part of the placement in a nursery, a large day-care center or a day-care facility for children. The processing is only carried out to the necessary extent and in accordance with the legal provisions, in particular with the regulations of the General Data Protection Regulation of the European Union (GDPR), the Eighth Book of the Social Code (SGB VIII), the Children's Education Act NRW (KiBiz) and the other social codes.

Please note the following information regarding data protection:

1. Information about the responsible entity

Responsible for data processing is:

City of Bielefeld
Represented by the Lord Mayor/Youth Welfare
Office
Niederwall 23
33602 Bielefeld
Phone: 0521-51-3594
Fax: 0521-51-2021
E-mail address: jugendamt@bielefeld.de Internet
address: www.bielefeld.de

2. Information about the data protection officer

The data protection officer's contact details are as follows:

Data Protection Officer of the City of Bielefeld Niederwall 23
33602 Bielefeld
Phone: 0521-51-6888
E-mail address: datenschutzbeauftragter@bielefeld.de

3. Information on the supervisory authority/state representative for data protection

State representative for Data Protection and Freedom of Information North Rhine-Westphalia LDI NRW Street: Kavalleriestr.
2-4
Postal code: 40213 Düsseldorf
Phone: 0211/38424-0 Fax:
0211/38424-10 Email:
poststelle@ldi.nrw.de Internet:
www.ldi.nrw.de

4. Purpose/s and legal basis/es of the processing

a) Your personal data will be processed by the responsible person for the purpose of his/her legal performance and task completion. Processing includes, in particular, collection, storage and transmission. The data of deceased persons can also be processed according to § 35 paragraph 5 of the First Book of the Social Code (SGB I). Such purposes are in particular:

- The application for a care position in a day-care facility or in a large day-care center
- The assertion of a legal claim for a care place in a day-care facility
- Statistical surveys in the context of the statistics on child and youth assistance
- The transfer to eligible child-day care persons in order to provide a suitable care position

b) Your data will be processed on the basis of Article 6(1)(c), (3) and Article 9(2)(f) of the EU-DPR in conjunction with §§ 3, 5(1) and 20 of KiBiz NRW, § 35 of the first Social Code (SGB I), §§ 22 to 24 and 98 to 103 of the SGB VIII. Data processing is carried out in particular in compliance with the special data protection regulations of §§ 61 to 64 of the German Social Code (SGB VIII) and with the general principles according to §§ 67 to 85a Tenth Book of the Social Code (SGB X).

5. Categories of personal data

The following categories of personal data about you are processed:

a) Master data incl. contact data

The child's first name and surname, date of birth, place of birth

If the necessary personal data are not provided, it is not possible to provide a 40 or 45-hour place in a nursery, a large day-care center or a day-care facility for children.

6. Collection of data from other entities

If you do not cooperate or do not cooperate fully in clarifying the facts, the person responsible may, for the purpose of carrying out his statutory duties in accordance with KiBiz and SGB VIII pursuant to Article 6(1)(c), (3) and Article 9 EU-DPR in accordance with §§ 61 et seq. SGB VIII, subject to compliance with the statutory requirements, also collect personal data from other public and non-public entities or persons.

These can be:

- The other parent/guardian
- Legal guardian/carer with appropriate scope of activity - (legal) representative

In addition, data can also be obtained from public sources, such as the Internet etc.

7. Recipients or categories of recipients of personal data

The person responsible may transmit the data referred to in section 5 to the following third parties for the purpose of carrying out his/her statutory duties:

- To day-care providers eligible for child care
- Order processors (e.g. scan service provider, IT service provider)
- Anonymised to the Federal Statistical Office for the compilation of the statistics on children and youth assistance

8. Duration of storage or criteria for setting this duration

Your personal data will be stored by the person responsible as long as this is necessary for the performance of services or tasks according to KiBiz and SGB VIII. The duration of the storage depends on the respective process.

9. Rights of the persons concerned

In the event of personal data being collected, you have the following rights:

- Right of access to your personal data processed by us (Article 15 GDPR)
- Right to correction (Article 16 GDPR)
- Right of deletion, provided that the legal requirements are met (Article 17 GDPR)
- Right to restrict processing [Article 18 GDPR in conjunction with § 84 paragraph 3 Tenth Book of Social Code (SGB X)]
- Right to data transfer (Article 20 GDPR)
- Right of opposition (Article 21 GDPR)

10. Right of withdrawal of consent

If your personal data has been processed on the basis of your express consent, you can revoke this consent at any time in accordance with Article 7(3) of the GDPR with effect for the future. However, this does not affect the legality of the processing of your data until your revocation.

11. Right of appeal to the supervisory authority

If you do not agree with our information or with our processing of your personal data, you can address a complaint to the national data protection officer as supervisory authority (contact details see section 3).