

Childcare Services Privacy Notice

Our contact Details:

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Day Nursery
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Information we hold

We hold a range of personal information about you and your child / children, some of which you provide to us directly and some of which we receive from third parties. We collect personal information about children and parents from when the initial enquiry is made by the parents, through the enrolment process and until the child/ children stop using the Nursery's services. We collect personal information about staff from the point that you apply for a position with us.

Here are examples of personal data we hold:

Children:

- Name
- Date of birth
- Home address
- Dietary requirements
- Attendance information
- Photographs and video clips of the Child to signpost Children to where their belongings are stored and for general display purposes (such as topics 'all about me')
- Details of persons authorised to collect children from our settings
- Emergency contacts should Parents be unavailable and the emergency contact's contact details
- Records for each Child containing samples of things your child has done (such as drawings) whilst at the Nursery, observations about the child's development whilst at the Nursery from employees of the Nursery, specific examples of the child's progress, photographs demonstrating the Child's development whilst at the Nursery, and



personal details of the Child (e.g. their date of birth) (“Progress Report”)

- Records relating to individual children e.g. care plans, common assessment frameworks, speech and language referral forms, details of any special needs and/or disabilities including other professionals who are involved (such as paediatrician, occupational therapist, dietician’s)
- Accidents and pre-existing injuries forms
- Records of any reportable death, injury, disease or dangerous occurrence
- Observation, planning and assessment records of Children
- Information about a Child’s race or ethnicity, spoken language(s) and nationality.
- Information about a Child’s health, including any medical condition, allergies, health and sickness records
- Information about a Child’s incident forms / child protection referral forms / child protection case details / reports.
- Consent forms (such as photographs, outings and trips, swimming)
- CCTV images

Parents and Carers:

- Name
- Home address
- Telephone numbers, and email addresses (home and work)
- National Insurance number
- Bank account details
- Payroll details
- Student registration details
- 11 digit authorisation code for additional free hours
- Information you share about the nuclear / extended family
- Photographs of family members (on family boards for each child)
- Records with parents / carers / family members regarding a child’s health, safety, well-being and welfare
- Complaints that have been made
- CCTV

Staff:

- Name
- Home address
- D.O.B
- Telephone numbers and email addresses (work and home)
- Health conditions including any medications that you may be taking
- Emergency contacts
- Qualifications and training background
- Employment history and referee contact details
- Consent forms (for celebrations and notifications)

- DBS
- Suitability declarations
- CCTV

How and why we use data

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

1. Where we need to perform the contract we have entered into with you
2. Where we need to comply with a legal obligation
3. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests
4. Where we need to protect your interests (or someone else's interests)
5. Where it is needed in the public interest or for official purposes.

Situations in which the Nursery will use personal information of children:

We need all the categories of information in the list above primarily to allow us to perform our obligations including our legal obligations to children. The situations in which we will process personal information of children are listed below:

- Upon consent from the parents, personal data of children will be shared with schools for progression into the next stage of their education.
- Personal information of children will be shared with local authorities without the consent of parents where there is a situation where child protection is necessary
- The personal information of children will be shared with local authorities without the consent of parents for funding purposes
- Ofsted will be allowed access to the Nursery's systems & data held to ensure statutory compliance
- To ensure we meet the needs of the children
- To enable the appropriate funding to be received
- Report on a child's progress whilst with the Nursery
- To check safeguarding records
- To check complaint records
- To check attendance patterns are recorded
- When a child's progress report is given to the parent in order for that parent to pass the same progress report to a school for application or enrolment purposes
- Use of CCTV images where a safeguarding issue has arisen

- Use of CCTV images for staff development purposes (on site only in accordance with our CCTV policy)

Situations in which the Nursery will use personal information of parents:

We need all the categories of information in the list above primarily to allow us to perform our contracts with parents and to enable us to comply with legal obligations. The situations in which we will process personal information of parents are listed below:

- The personal information of parents will be shared with local authorities with consent of parents for funding purposes
- To report on a child's attendance
- To be able to contact a parent or a child's emergency contact about their child
- To ensure nursery fees are paid
- With your permission, for use of biometric fingerprint access to the buildings
- To maintain the waiting list and enable allocation of places

Situations in which the Nursery will use personal information of staff:

- We need all the categories of information in the list above primarily to allow us to perform our contracts with staff and to enable us to comply with legal obligations. The situations in which we will process personal information of staff are listed below:
- The personal information of staff will be shared with HR at the point of an offer of appointment being made
- To contact emergency contacts in the case of a staff member taking ill
- To check DBS status
- To refer to occupational health with a staff members permission
- With your permission, for use of biometric fingerprint access to the buildings
- Training background may be shared with the local authority
- Use of CCTV images where a safeguarding issue has arisen
- Use of CCTV images for staff development purposes with consent of the individual. Where consent is not given for this purpose face to face observation will continue to be used. Footage will continue to record individuals for the purpose of health and safety and safeguarding

Situations in which the Nursery may share your data with third parties:

"Third parties" includes third-party service providers (including contractors and designated agents), local authorities, regulatory bodies, schools and other

entities relevant to the service we provide. The following identifies key third-party service providers that process personal information about you for the following purposes:

- Local Authorities – for funding and monitoring reasons (e.g. equal opportunities and uptake of funded hours)
- Regulatory bodies – for ensuring compliance and the safety and welfare of the children
- Schools – to provide a successful transition by ensuring information about the child’s progress and current level of development and interests are shared
- I-connect - for the digital learning journey with parental consent

Data Retention

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for different aspects of your personal information are available in our retention policy which is available from the Childcare Services Manager. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

Data Register

Childcare Services maintains a data register that identifies all data that is collected, why we use the data, legal reasons for processing the data, format for processing, review of data, who has access to the data, how long that specific data is held, where it is stored, classification of the information, how the information is disposed of and data sharing (internal and external). The register is kept under regular review as and when changes occur to the type and format of data that we keep.

Automated Decision Making

Automated decision making takes place when an electronic system uses personal information to make a decision without human intervention. Where we use this we will notify you of the decision and give 21 days-notice to enable you to request a reconsideration. Exceptions to this include where it is necessary for us to perform our contract with you and where measures are in

place to safeguard your rights and / or where we have explicit written consent from you. Within Childcare Services we do not have any automated decision making at this time.

Rights of Access, Correction, Erasure, Restriction and Complaint

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your relationship with us.

Your rights in connection with personal information:

Under certain circumstances, by law, you have the right to:

- Request access to your personal information ('data subject access request'). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it
- Request correction of the personal information we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example, if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party

If you want us to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please see the University of Nottingham Policy by clicking on the following link:

<https://www.nottingham.ac.uk/governance/records-and-information-management/policies-and-guidance/policies-and-guidance.aspx>



For further advice or to make a request for your own data, or to exercise your right to complain please direct this to:

data-protection@nottingham.ac.uk

The Data Protection Officer

The University has appointed a Data Protection Officer. Their postal address is:

Data Protection Officer,
Legal services
A5, Trent Building,
University of Nottingham,
University Park,
Nottingham
Ng7 2RD

They can be emailed at dpo@nottingham.ac.uk and telephoned on (0115) 748 7179