

PRIVACY NOTICE FOR ALL DATA PROCESSING ACTIVITIES

NURSERY

Data Collection and Privacy Notice

Aston University Nursery (“the Nursery”) processes personal data as a “Data Controller” as defined in the Data Protection Act 2018 (“the DPA”) and the General Data Protection Regulation (Regulation (EU) 2016/679) (“the GDPR”). This notice relates to information about you and your child which will be collected by the Nursery and processed as described below. This notice may be updated at any time. You can download a pdf version of the most up to date version and our Data Protection Policy and Procedures at www.aston.ac.uk/dataprotection.

Your personal data and your child’s personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

What we collect

The personal data which we process includes personal details about you and your child such as name, address and date of birth. A fuller list is given below. We collect payment information so that you can make payments to us, and funding information if applicable. We may also process information about your and your child’s health, disability status, sexual orientation, gender reassignment, ethnicity or religion, if you have provided these. This is classed as “Special Category” Data under the GDPR and the DPA. While you are on our waiting list, we will retain a copy of your enquiry form, including your contact details.

We process the following information about your child (some of which may also be your personal data), which enables us to provide our services to you and to ensure we provide appropriate care for your child:

- name
- address
- name of person(s) with parental responsibility
- name and contact details of emergency contacts
- copy of birth certificate or passport
- details of GP, health visitor and any other professional working with your child
- medication records
- accident reports
- details of any safeguarding concerns that have been passed to us

In addition, we may process the following data for the purposes of providing feedback to you via the Parenta app on your child’s activities and progress and to monitor, assess and plan for their development in line with the Early Years Foundation Stage (EYFS) Statutory Framework.

- photographs and videos of your child at the Nursery
- details of your child’s activities at the Nursery



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The University's campus is covered by a CCTV system, and we may also process still and video images of you and your child captured by this system for security purposes. Please note that there are no CCTV on the Nursery premises.

Your and your child's personal data may be shared with other organisations and government departments for the purposes of fulfilling our safeguarding obligations.

Your rights

Under the DPA and the GDPR you have certain rights over how your data is processed, including the right to know what information is processed about you and how it is processed.

You have the right of access to your personal information. You also have additional rights i.e. the right to rectify inaccurate information; restrict processing; and object to processing. These rights are limited in certain circumstances by the GDPR, and may be limited further by future UK legislation where data is only processed for research or statistical purposes.

As the person with parental responsibility, you are also entitled to exercise these rights on behalf of your child.

Automated decision-making

The Nursery will not use your personal data or your child's personal data to make automated decisions. "Automated decisions" are defined as decisions made without human intervention.

Data transfers to other countries

Your personal data and your child's personal data may be transferred to countries outside the European Economic Area for the purposes described above. Such transfers will only be made to countries whose data protection laws have been assessed as adequate by the European Commission, or where adequate safeguards are in place to protect your personal data.

How we process your data

The Nursery will process your personal data and your child's personal data for the following purposes.

Please complete your details in the space provided at the end of this privacy notice.



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Purpose 1 – To register you as a customer of the Nursery and to manage our ongoing relationship with you

We will process your personal data in order to register you as a customer and to enable us to provide our services to you, including retaining your contact details and enquiry form while you are on our waiting list. This may include processing of Special Category Data, if necessary to fulfil our contract with you and to provide appropriate care to your child. We will also collect your payment information if you need to make any payments to us and funding information if this is applicable. We may also communicate via email and telephone to pass on information about the Nursery, including information about outbreaks of illness, reminders of Nursery closure, car park codes, newsletters and general updates.

Legal basis for processing your information for Purpose 1

We will process your personal data for Purpose 1 on the grounds of our legitimate interest (GDPR Article 6(1)(f)). This includes any Special Category Data that you have provided to us or which we become aware of (GDPR Article 9(2)(e)).

Purpose 2 – To enable us to provide appropriate care to your child and to monitor their learning and development

We will use the Personal Data we hold about your child, including Special Category Data, so that we can provide an appropriate level of care to your child. This will include taking account of any medical and safeguarding information of which we become aware and, where necessary, providing this to other organisations as required by law. We will also use it to assess and plan for your child's continuing development, which we are required to do by law under the Early Years Foundation Stage (EYFS) Statutory Framework. The information collected includes video and still images of your child for the purpose of monitoring and assessing their learning and development.

Legal basis for processing your information for Purpose 2

We will process your child's personal data for Purpose 2 on the grounds of performance of our contract with you (GDPR Article 6(1)(b)) and, in the case of safeguarding and planning for your child's continuing development, compliance with our legal obligations (GDPR Article 6(1)(c)).

Purpose 3 – Recording achievements and learning

Visual images of the children are taken and used on a daily basis as a method of observation to record children's learning and achievements. Parents are asked to provide consent for such use of images prior to the child starting, and this consent can be withdrawn at any time. In addition parents are asked to consent to their children's images appearing in images on another child's learning journey. These wishes are upheld at all times.

Please note that we will provide a separate consent form prior to using your child's photographic image for marketing purposes, such as the nursery website, leaflets or banners.

Legal basis for processing your information for Purpose 3

We will process your child's personal data for Purpose 3 on the grounds of your consent (GDPR Article 6(1)(a)). You have the right to withdraw your consent at any time. Please indicate whether you agree to this type of processing by ticking one of the boxes below.

Consent

I consent to the use of video and photographic images of my child being processed for the purposes of recording their learning and achievements. I understand that I may withdraw this consent at any time.

Yes/No

I consent to my child's image appearing in images on another child's learning journey. I understand that I may withdraw this consent at any time.

Yes/No

Purpose 4 – Security

Your safety and security is very important to the University. We may therefore process your and your child's personal data, including images captured by CCTV, to ensure the safety and security of you and your child and your possessions, and to secure the University's campus. In certain circumstances we may also use body-worn video cameras. The use of CCTV on our premises is governed by Aston University's CCTV Code of Practice which can be found AT <https://www2.aston.ac.uk/about/security/cctv>.

Legal basis for processing your information for Purpose 4

We will process your personal data and your child's personal data for Purpose 4 on the grounds of our legitimate interest (GDPR Article 6(1)(f)).



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Purpose 5 – To keep you informed about our services

We would like to keep you informed about services that may be of interest to you, based on your past dealings with us. This may include communications sent by email or post.

Legal basis for processing your information for Purpose 5

We will process your personal data for Purpose 5 on the grounds of your consent (GDPR Article 6(1)(a)). You have the right to withdraw your consent at any time. Please indicate whether you agree to this type of processing by ticking one of the boxes below.

Consent

I consent to my personal data, including my personal email address, being processed for the purposes of receiving marketing communications by post and by email. I understand that I may opt out of receiving these communications at any time.

Yes/No

Name

Address

Date