Data Protection (GDPR)
Privacy Notice

University of Leicester Nursery

Information you need to know:
The Nursery is part of the University of Leicester. Further information on the institution can be found here: https://le.ac.uk/. The University of Leicester is the Data Controller for your information.

The Data Protection Officer is: Parmjit Gill, Information Assurance Services Manager, Information Assurance Services, University Of Leicester, University Road, Leicester, LE17RH. Tel: 0116 229 7945. Email: pg170@le.ac.uk.

This privacy notice explains how we use your personal information and your rights regarding that information.

What information are we collecting?
For children we will collect:
- Name
- Date of birth
- Home address
- Dietary requirements
- Attendance information
- Photographs
- Emergency contact details
- Name of family GP
- Individual case files on children including care plans, common assessment frameworks, speech and language referral forms

We may also collect the following special category (formerly known as sensitive personal) data:
- A child’s race or ethnicity
- Gender
- First language spoken and languages spoken at home
- Religion or belief
- Nationality
- Immunisation details
- Information on a child’s health including and medical condition, health and sickness records and any details of any disabilities or allergies

For parents we will collect:
- Name
- Home address
- Place of work
- Contact details

We may also collect the following special category (formerly known as sensitive personal) data:
- A parent’s race or ethnicity
- Languages spoken at home
- Conservations with parents where Nursery employees deem it relevant to the prevention of radicalisation or other aspects of the government’s Prevent strategy

Why are we collecting your data?
Your data is being processed to support the administration of the nursery and to perform our legal obligations to children.
How we will use this data?

For children we need all the categories of information primarily to allow the nursery to perform obligations (including our legal obligations to Children). The situations in which we will process this 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 to review child protection records.
  - 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 its Parent in order for that Parent to pass the same Progress Report to a school for application or enrolment purposes

For 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 without the 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

What is the legal basis for processing the data?

Our legal basis for processing your personal data will be the contract between yourself and the nursery;
Our lawful basis to process special category data about your child and yourself is based on your consent.

If we are sharing your data with others who are we sharing it with?

We may share data with third parties includes third-party service providers (including contractors and designated agents), local authorities, regulatory bodies, schools and other entities within our group. The following third-party service providers 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
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- Schools – to provide a successful transition by ensuring information about the child’s progress and current level of development and interests are shared

### How long we will process your data for?
We will retain your personal data according to the retention periods outlined in our [Nursery Retention Schedule](#)

### What are your rights and how to enforce them?

- Right to withdraw consent with regards to special category data
- Right to be informed
- Right of access
- Right of rectification
- Right to erasure with regards to special category data
- Right to restrict processing

### How to complain to the Information Commissioner’s Office?

The Information Commissioner can be contacted on:

Post: Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK95AF.
Tel: 0303 123 1113.
Email contact can be made by accessing [www.ico.org.uk](http://www.ico.org.uk)