

Privacy Notice

In order to provide our services to you and your child we will need to gather a certain amount of personal data from you. This page explains how personal data you provide is processed by the Day Care Centre at Cardiff University including what we will collect and why, how it is used, who has access to it, and what your rights are.

Purpose for processing of data

The personal data provided to the Day Care Centre will be processed for the following purposes:

- Receiving, effectively checking and responding to requests from prospective parents regarding availability;
- Corresponding with and contacting parents/carers in relation to our services when requested;
- Providing care and education for the children, including the creation of a learning journey and necessary assessment and keeping parents/carers informed;
- Sending newsletters, information about events, outings and external educators;
- Implementing and making decisions based on the Day Care's Child Safeguarding Policy and procedures, keeping every child safe from neglect and harm;
- To refer to external professionals when there is a concern about medical or educational need, gaining the necessary support and advice;
- Gaining or administering emergency care or first aid;
- Fulfilling our legal, regulatory and safeguarding obligations.

What information is gathered?

Personal information about the parent/carer and child/children is collected in our enquiry form. This includes:

- Name, address and contact details of the parent/carer;
- Name and date of birth of the child.

After the initial enquiry, where the service can be provided, parents/carers will provide additional personal information including:

- parent/carer relevant employment/study details;
- designated person contact details);

- doctor/health visitor information;
- health and dietary information;
- personal preferences;
- the child's gender;
- the child's religion;
- emergency contacts and their contact details ;
- Any other personal information provided to us in subsequent correspondence relating to the enquiry or application.

We collect and keep a record of personal information about children during their attendance at the Day Care Centre including:

- Photographs – for display within the nursery.
- Observations – these are made in line with the Early Years Foundation Stage (EYFS) and Birth to Three and are made up of both written and photographic evidence (as agreed with parents/carers on induction) to form a reflection of the child's learning at nursery.
- Records of referrals to specialist early years' services; including safeguarding and child protection concerns (which may necessitate retaining information about people connected with the child solely for the purposes of a referral).
- Records of any contact between the Day Care Centre and medical practitioners or health visitors.

In addition, the University will process financial information relating to the payment of fees which may include bank or payment card details.

Some of the information processed by the nursery is special category data of a sensitive nature. This includes:

- Ethnicity data relating to the child;
- Medical conditions and disability information relating to the child;
- Health information relating to the child;
- Sickness records relating to the child;
- Religion.

Who will have access to the data?

We make sure that access to and the sharing of special category data are controlled very carefully. Information is held securely in either a locked facility or password protected if held electronically.

Within the Day Care Centre and the University, your data is shared with only those staff who need access for the purpose of delivering our services and facilities.

Personal data is shared with a range of external organisations as is necessary for the purposes set out above and as permitted or required by law, including the following:

- We will disclose information about children in our care and/or their parents/carers when it is necessary to meet child protection and safeguarding requirements and procedures. This is likely to occur when the Day Care Centre has reason to believe that there is a threat to a

child and referral to the local authority needs to be made. This will be done in accordance with our Child Safeguarding Policy and the advice of the local safeguarding children's board;

- Data must be presented to CIW (Care Inspectorate Wales) as the regulator when requested, for example, as part of an inspection in order to ensure that appropriate standards are met and maintained;
- Information will be shared with the local authority to enable access to free education funding, but only when signed parent/guardian consent has been provided to us.
- We may provide information to the police or other enforcement agencies for the purposes of the prevention or detection of crime.

Except as we have explained, we will not publish or disclose any personal data to other external enquirers or organisations unless you have consented to it, or unless it is in yours or your child's vital interests to do so (e.g. in an emergency situation).

Your personal data is shared as is necessary, on a considered and confidential basis, with several external organisations which assist with processing your information. These organisations act on our behalf in accordance with our instructions and under strict contractual terms and do not process your data for any purpose over and above what we have asked them to do.. Sometimes your personal data is processed by these organisations outside the European Economic Area (for example, because they use a cloud-based system with servers based outside the EEA), and if so, we make sure that appropriate safeguards are in place to ensure the confidentiality and security of your personal data.

We do not sell personal data to any third parties and we do not provide personal data relating to Day Care Centre users to direct marketing companies or other such organisations.

Legal basis

We process the personal data relating to parents/carers and to children in our care in order to:

- Enter into a contract with parents/carers to provide the Day Care Centre's services, or as a necessary preliminary step before we enter into a contract with parents/carers;
- comply with the legal obligations which the University and the Day Care Centre are subject to , including child protection and safeguarding responsibilities (such as Working Together to Safeguard Children 2015) requirements, CIW and EYES 2007 requirements, equal opportunities, immigration and public safety requirements;
- For the purposes of the University's legitimate business interests (for example, for the purpose of planning, reviewing, managing and developing the Day Care Centre's and the University's business, but not to make any decisions about parents/carers or children).

We will process special category data with explicit consent or where it is necessary:

- To comply with the legal obligations which the University and the Day Care Centre have, including child protection and safeguarding requirements (such as Working Together to Safeguard Children 2015) requirements;
- Very occasionally, when it is needed to protect a parent/carer's or a child's vital interests and they are not capable of giving their consent (for example, in an emergency);
- For the establishment, exercise or defence of legal claims;

How long will your information be held?

We are legally bound by CIW to keep all information for three years. After such time all information held either electronically or in paper format will be deleted in a secure manner.

Data Controller

As a Data Controller, Cardiff University is legally responsible for processing your personal data in accordance with Data Protection legislation.

The Data Protection Officer at Cardiff University can be contacted at inforequest@cardiff.ac.uk

Further information on your rights or how to contact the Information Commissioner's Office can be found at: <https://www.cardiff.ac.uk/public-information/policies-and-procedures/data-protection/request-access-to-your-data>