

## PLEASE READ THE DATA PROTECTION STATEMENT BELOW CAREFULLY:

### Privacy Notice

Unitots is part of the University of Worcester and complies with the University's policies relating to Information Security and Data Protection.

All your and your child's personal information is held and used in accordance with the following-  
Data Protection Act 1998 (the "Act").

Childcare Act 2006

Limitations Act 1980

The Childcare Regulations 2008

RIDDOR 1995

The University of Worcester is the data controller of your information for the purposes of the Act. If you have any queries regarding the information we hold about you please contact: The Head of Information Assurance at the University of Worcester, Henwick Grove, Worcester, WR2 6AJ Email: [infoassurance@worc.ac.uk](mailto:infoassurance@worc.ac.uk)

### Why does Unitots collect personal information?

Unitots Nursery takes great care to protect your personal information. We limit the information we collect to what is necessary to provide you, and your child, with high quality provision and to respond to specific requests. There are several reasons why we need to collect personal information.

- Respond adequately to your requests;
- Provide a safe, healthy and stimulating environment for your children in our care;
- Respond to health needs when necessary;
- Comply with Early Years Foundation Stage and OFSTED standards;
- Aid in the administration of services.

### What personal information do we collect?

We collect registration information that you provide when enrolling your child in our care via telephone, online or in person. This information may include contact information, your child's name, date of birth, allergies, food restrictions, special needs, doctor's information and any other relevant information to help us meet the needs of your child and aid the provision of high quality care.

### Photographs of children

Photographs or videos may be taken of children attending Unitots Nursery on the understanding that images will only be used for records and display purposes within Unitots Nursery. You will be asked to complete a Photography/Video consent form as part of the induction.

If photographs or videos are to be taken for any other purpose than those mentioned above, you will be asked to complete a further Photography/video consent form with further information.

### Where do we store personal information?

Electronic information: The electronic personal information we collect will be stored and processed on electronic information systems operated by the University of Worcester and in accordance with its policies and regulations. Further information is available on the [University's Information Assurance webpage](#).

Hardcopy information: Hardcopy information is retained in locked filing cabinets.

### How long do we keep your personal information

Personal information is stored, accessed and destroyed in accordance with Unitots Nursery Policy and Procedure for retention of information and images, which is available on request.

### Who do we share your personal information with?

Unitots considers your personal information confidential and does not share it with others.

However, there are limited circumstances that may require Unitots Nursery to share your personal information with others. These circumstances may relate to safeguarding and personal information may be shared with other professionals to keep children safe. Unitots Nursery Child Protection/Safeguarding Policy is available on request. Please see the table below for more information

| WHAT INFO  | WHY IT MIGHT BE SHARED   | WHO THE INFORMATION IS SHARED WITH                           |
|--|--|--|
| <b>NEF funding information</b>   | Required for parents to receive NEF funding  | Worcestershire County Council                                |
| <b>Information relating to children's experiences, achievements and progress</b> | Required by the EYFS (Given legal force by childcare Act 2006)                                   | OFSTED   |
| <b>Information relating to children's assessment or/and health</b>               | Required by the EYFS (Given legal force by childcare Act 2006)                                   | Doctor<br>Health Visitor                                     |
| <b>Information related to Special Educational Needs and Disability</b>           | Required by the EYFS (Given legal force by childcare Act 2006)<br>Children and Families Act 2014 | Babcock Prime  |
| <b>Information related to child protection/ safeguarding</b>                     | Required by the EYFS (Given legal force by childcare Act 2006)                                   | Social Services (Children's services)                        |
| <b>Information related to child protection/ safeguarding</b>                     | Required by the EYFS (Given legal force by childcare Act 2006)                                   | Police   |
| <b>Child profile and assessment document</b>                                     | Required by the EYFS (Given legal force by childcare Act 2006)                                   | Another Early Years setting or the school the child moves to |

#### How can individuals access or update their personal information?

To exercise your rights to access and make appropriate changes or deletions, where applicable, to personal information we have gathered about you:

- You may contact Unitots Nursery directly. Unitots Nursery may require you to make your access and update requests in writing and to verify your identity
- You may make a request to the University via the Head of Information Assurance. Further information is available on the [University's Information Assurance webpage](#).

You are entitled to request access to your child's development records at any time and should do so via The Nursery Manager.