DURHAM UNIVERSITY DAY NURSERY
PRIVACY NOTICE

PART 1 - PRIVACY NOTICE

Durham University has a responsibility under data protection legislation to provide individuals with information about how we process their personal data. We do this in a number of ways, one of which is the publication of privacy notices. Organisations variously call them a privacy statement, a fair processing notice or a privacy policy.
To ensure that we process your personal data fairly and lawfully, we are required to inform you:

- Why we collect your data
- How it will be used
- Who it will be shared with

We will also explain what rights you have to control how we use your information and how to inform us about your wishes. Durham University will make the Privacy Notice available via the website and at the point we request personal data.
Our privacy notices comprise two parts – a generic part (i.e. common to all of our privacy notices) and a part tailored to the specific processing activity being undertaken.

Data Controller

The Data Controller is Durham University. If you would like more information about how the University uses your personal data, please see the University's Information Governance webpages or contact Information Governance Unit:
Telephone: (0191 33) 46246 or 46103
Email: info.access@durham.ac.uk
Information Governance Unit also coordinate response to individuals asserting their rights under the legislation. Please contact the Unit in the first instance.

Data Protection Officer

The Data Protection Officer is responsible for advising the University on compliance with Data Protection legislation and monitoring its performance against it. If you have any concerns regarding the way in which the University is processing your personal data, please contact the Data Protection Officer:
Andrew Ladd, email: info.access@durham.ac.uk

Your rights in relation to your personal data

Privacy notices and/or consent

You have the right to be provided with information about how and why we process your personal data. Where you have the choice to determine how your personal data will be used, we will ask you for consent. Where you do not have a choice (for example, where we have a
legal obligation to process the personal data), we will provide you with a privacy notice. A privacy notice is a verbal or written statement that explains how we use personal data.
Whenever you give your consent for the processing of your personal data, you receive the right to withdraw that consent at any time. Where withdrawal of consent will have an impact on the services we are able to provide, this will be explained to you, so that

you can determine whether it is the right decision for you.

Accessing your personal data

You have the right to be told whether we are processing your personal data and, if so, to be given a copy of it. This is known as the right of subject access. You can find out more about this right on the University's Subject Access Requests webpage.

Right to rectification

If you believe that personal data we hold about you is inaccurate, please contact us and we will investigate. You can also request that we complete any incomplete data.

Once we have determined what we are going to do, we will contact you to let you know.

Right to erasure

You can ask us to erase your personal data in any of the following circumstances:

- We no longer need the personal data for the purpose it was originally collected
- You withdraw your consent and there is no other legal basis for the processing
- You object to the processing and there are no overriding legitimate grounds for the processing
- The personal data have been unlawfully processed
- The personal data have to be erased for compliance with a legal obligation
- The personal data have been collected in relation to the offer of information society services (information society services are online services such as banking or social media sites).

Once we have determined whether we will erase the personal data, we will contact you to let you know.

Right to restriction of processing

You can ask us to restrict the processing of your personal data in the following circumstances:

- You believe that the data is inaccurate and you want us to restrict processing until we determine whether it is indeed inaccurate
- The processing is unlawful and you want us to restrict processing rather than erase it
- We no longer need the data for the purpose we originally collected it but you need it in order to establish, exercise or defend a legal claim and
- You have objected to the processing and you want us to restrict processing until we determine whether our legitimate interests in processing the data override your objection.

Once we have determined how we propose to restrict processing of the data, we will contact you to discuss and, where possible, agree this with you.

Retention

The University keeps personal data for as long as it is needed for the purpose for which it was originally collected. Most of these time periods are set out in the University Records Retention Schedule.

Making a complaint

If you are unsatisfied with the way in which we process your personal data, we ask that you let us know so that we can try and put things right. If we are not able to resolve issues to your satisfaction, you can refer the matter to the Information Commissioner's Office (ICO). The ICO can be contacted at:

Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

Telephone: 0303 123 1113
Website: Information Commissioner's Office

PART 2 - PRIVACY NOTICE FOR THE NURSERY

This section of the Privacy Notice provides you with the privacy information that you need to know before you provide personal data to Durham University Day Nursery for the particular purpose(s) stated below.

Type(s) of personal data collected and held by Durham University Day Nursery and method of collection:

- The data we collect is about Children, Parents/Guardians including:
  - Contact and identification information (such as name, date of birth, address, telephone numbers and e-mail addresses). Background information (such as ethnicity, language, nationality, country of birth and free childcare eligibility). Attendance information (such as sessions attended, number of absences and absence reasons). Special Educational Needs information. Medical needs information.
  - Observations for teaching and learning information.

What we use your data for
You have the right to be provided with information about how and why we process your personal data. We will only process data where we have a lawful reason to do so our main reasons are as follows:

Contract	We need to collect and use this information as part of the contract between You and Us to deliver childcare	
Public Task	We carry some tasks in the public interest including Diversity Monitoring and managing public health risks	
Legal Obligation	We also need to comply with relevant legislation for processing of children's information, such as the Childcare Act 2004 and the Children and Families Act 2014	
Consent	The majority of information you provide is mandatory but some is required on a voluntary basis, for example permission slips for day trips. We will always ask for consent to record any such information and will respect your right to refuse consent	

Sensitive personal data

Some of the information we collect is sensitive personal data (also known as special categories of data). In particular, we may process personal data that relates to health (such as medical information for example to help support you or your child), and demographic information for reasons of diversity monitoring. If we use sensitive personal data, we will usually do so on the legal basis that: it is in the wider public interest, to establish, take or defend any legal action or, in some cases, that we have your permission (consent).

How personal data is stored by the Nursery:

- All information is held securely with physical and electronic access controls to safeguard the information.
- Your personal information will be handled securely and shared only by those specially authorised and will not be kept longer than is necessary.
- When your child leaves the nursery you are given permission to download your child's learning journal on Tapestry.
- On registration you will complete forms which hold information about your child and also complete consent forms.

How personal data is processed by the Nursery:

- To support your child's learning and development.
- To monitor and report on progress.
- To provide appropriate care to support needs.
- To comply with the law regarding data protection.
- To gain additional funding for nursery provision from the local authority.

Who the Nursery shares personal data with:

- With your permission information is shared with other agencies to request additional support. Examples include: Pediatrician, Educational Psychologist, Durham County Council Early Years Team, Speech and Language, Health Visitors, Portage Workers, Occupational Therapy Services, One Point.
- All information we collect from you is signed for and you will be made aware of who will receive it, for example the "Parent Declaration Form" is shared with the Local Authority in order to access funding for your child's nursery entitlement and Early Years Pupil premium. Also, following nursery policy, some incident forms are shared with OFSTED, following OFSTED guidelines.
- The only information shared without consent may be through a child protection referral.

How long personal data is held by the Nursery:

- Your personal information will be handled securely and shared only by those specially authorised and will not be kept longer than is necessary (University Retention Policy).

- Our Retention Policy follows the best practice recommendations of the National Day Nurseries Association (NDNA).

How to object to the Nursery processing your personal data:

- Under Data Protection legislation, anyone with parental responsibility has the right to make a request on behalf of the child to access the child's information.
- To make such a request, please complete the following form held on the University website: https://www.dur.ac.uk/ig/dp/sar/

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing.
- Have inaccurate personal data rectified, blocked, erased or destroyed.
- Claim compensation for damages caused by a breach of the Regulations.

Please contact the Nursery Manager:

- Telephone: (0191 33) 48153
- E-mail: day.nursery@durham.ac.uk

Visitors to our websites/webpages:

The Durham University Website includes a section "Durham University Day Nursery".

https://www.dur.ac.uk/university.nursery/

When someone visits www.dur.ac.uk we use a third-party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website. If we do want to collect personally identifiable information through our website, we will be transparent about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

Use of cookies by the Nursery:

A cookie is a simple text file that is stored on your computer or mobile device by a website's server and only that server will be able to retrieve or read the contents of that cookie. Cookies allow websites to remember user preferences, choices and selections, such as what's in your shopping basket. Durham University also make use of the Google Analytics service to understand how you navigate around our site.
Durham University do not use cookies to collect personal information about you

Links to other websites:

This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

Changes to this privacy notice:

We regularly review our privacy information to ensure that it remains accurate and current. We will review and update this privacy information whenever we plan to use personal data for any new purpose. Any changes to this privacy information will be communicated to you.

Further information:

Contact

- Kim Roberts, Nursery Manager
- Adele Warner, Deputy Nursery Manager
- Hayley Staff, Deputy Nursery Manager
- Kate Sanderson, Acting Deputy Manager

Telephone: (0191 33) 48153
E-mail: day.nursery@durham.ac.uk

Current Status Version: Final
Approval Date: 12th December 2024

Version	Date	Changes	Changed by
Reviewed and updated	June 2022	Reviewed and updated	David Cull, Senior Information Governance Officer
Final Version	June 2022	Approved	David Cull, Senior Information Governance Officer, Kim Roberts, Nursery Manager
Reviewed	August 2023	Reviewed, changes to Data protection officer name. How personal data is stored, 3rd bullet point.	Adele Warner, Hayley Staff Deputy Managers. Kim Roberts, Nursery Manager

Final Version 2	August 2023	Approved	Kim Roberts Nursery Manager
Reviewed	12th December 2024	Updates to section 1. And added in additional contact in section 2.	Kim Roberts Nursery Manager
Final Version	12th December 2024	Approved	Kim Roberts Nursery Manager
Reviewed	27th January 2026	Approved	Kim Roberts Nursery Manager
Final Version	27th January 2026	Approved	Kim Roberts Nursery Manager