

# Privacy Notice – Early Years Centre

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## Introduction

The University's Early Years Centre ("The Centre") engages in the provision of child care services for your child/children. We value your privacy and we recognise the need to process your personal data in a fair and lawful manner.

The University of Southampton is the "Data Controller". This means that we are responsible for deciding how we hold and use personal information about you. You are being given a copy of this privacy notice because you are applying or accepting an offer of a place for your child/children with the Centre. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR). Our registration number with the Information Commissioner's Office is Z6801020.

Data refers to the information that we hold about you from which either on its own or in combination with other information you can be identified and may include names, contact details, photographs, identification numbers, online identifiers, biometric information and expressions of opinion about you or indications as to our intentions about you. A list of the data we collect is set out below.

"Processing" means doing anything with your data, such as collecting, recording or holding the data as well as disclosing, destroying or using the data in any way.

This notice may be amended from time to time and you can obtain a current version at:  
[https://www.southampton.ac.uk/earlyyearscentre/useful\\_resources/policies.page](https://www.southampton.ac.uk/earlyyearscentre/useful_resources/policies.page).

## Data Protection Principles

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

## What information does the University collect?

In connection with your application or our offer to you, we will collect, store, and use a range of data about you and your child/children in order to complete the application and offer process. This includes:

- Biographical information, including name, title, address and contact details, including email address and telephone number, date of birth and gender;

- Information about development, medical or health conditions, including whether or not your child/children have a disability for which we need to make reasonable adjustments;
- Details of your bank account and/or credit card information;
- Records of all contact with have with you;
- Photographs.

## **What if you do not provide your personal data?**

If you fail to provide data when requested, which is necessary for us to process your application and our offer to you, we will not be able to process your application successfully and you will not be able to obtain a placement for your child/children at the Centre.

## **How the University uses your personal data**

We process your personal data to take steps, at your request, to apply for a vacancy for your child/children at the Early Years Centre and to complete the application process.

We will use the data we collect to:

- Contact you or a named member of your family prior to your child/children's placement and throughout their time at the Centre;
- Contact you, named family members and any named contacts in an emergency;
- Provide appropriate care for your child/children at the Centre;
- Keep records related to your child/children;
- Comply with legal or regulatory requirements.

Having received your application, we will process that personal data to decide whether we are able to offer a place at the Centre for your child/children. If we are able to offer a place, we will then need to process your personal data to enter into a contract with you to enable us to provide your child/children with a place at the Centre.

We will obtain your specific consent where we process your or your child/children's personal data for any other purpose, for example, to enable you to register on the Tapestry online platform or to enable your child/children to participate in events, trips and other extra activities.

## **How the University uses your special category data**

We will only process special category (sensitive personal data) where you have given your explicit consent, unless we are legally obliged to do so.

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out our legal obligations, for example, making reasonable adjustments if your child/children has a disability.

## **Processing for limited purposes**

We will only process your data for the specific purpose or purposes that we tell you about or if specifically permitted under any privacy legislation and will only process your data to the extent necessary for that specific purpose or purposes.

## **How will your personal data be collected?**

We will obtain both your own and your child/children's personal data only from you.

## Where will your personal data be stored?

Your personal data will be stored in a range of different places, including at the Centre and in other IT systems (including the University's email system).

## Holding and retaining your data

We create and hold your personal data both electronically and on paper throughout the recruitment process. We will only hold your data for 7 years and will destroy it securely in line with our Records Retention Schedule.

## Who has access to your personal data?

Your information will be shared internally for the purposes of the application and fulfilment of our contract with you. This includes Centre staff and IT staff if access to the data is necessary for the performance of their roles.

We will share your child'/children's personal data with you through the Tapestry online platform with your consent.

We will not share your or your child/children's personal data with third parties, unless we are satisfied that the third party is legally entitled to it.

We may have to disclose your data if required to do so by law in order to comply with a legal obligation, for example, sharing your child/children's personal data with other professionals working with the child/children, the Police, Social Services, Ofsted or the child minder agency that they are registered with, as appropriate, to ensure the safe and efficient management of the Centre and to help ensure the needs of all children are met pursuant to the Department of Education's mandatory statutory framework for the early years foundation stage at:

[https://www.foundationyears.org.uk/files/2017/03/EYFS\\_STATUTORY\\_FRAMEWORK\\_2017.pdf](https://www.foundationyears.org.uk/files/2017/03/EYFS_STATUTORY_FRAMEWORK_2017.pdf)

Exceptionally, we may also have to disclose your personal data to protect our rights, interests or property and those of others, act in urgent circumstances to protect the personal safety of our staff, children and the public or to protect us against any legal liability.

## How do we protect your personal data?

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

## Automated decision making and profiling

None of the personal data collected about you will be used as part of any automated decision making or to build a profile of you.

## Your rights

You have a number of rights. You can:

- access and obtain a copy of your data on request;
- require us to change incorrect or incomplete data;

- require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where we are relying on our legitimate interests as the legal ground for processing; and
- ask us to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you want to exercise any of your rights please make a request using our [online form](#) or by writing to:

The Data Protection Officer

Legal Services

University of Southampton, Highfield

Southampton, SO171BJ

## Right to withdraw consent

Where you have consented to the processing of your or your child/children's personal data you may withdraw your consent at any time. Please contact: [eycentre@southampton.ac.uk](mailto:eycentre@southampton.ac.uk). Once we have received notification that you have withdrawn your consent, we will no longer process your enquiry and, subject to our retention policy, we will dispose of your personal data securely.

## Accurate data

We will keep the personal data we process about you and your child/children accurate and up to date as relevant to the purpose or purposes for which we process it. Data that is inaccurate or out of date will be destroyed. Please notify us at: [eycentre@southampton.ac.uk](mailto:eycentre@southampton.ac.uk) if your personal details change or if personal data we hold about you or your child/children is inaccurate.

## Unwanted communications

We may, from time to time, contact you by email, post, SMS, telephone and social media or paid for advertising with your consent (when required). If at any stage you are concerned about the content of these communications e.g. unwanted marketing information or wish to change how we communicate with you please contact us at: [eycentre@southampton.ac.uk](mailto:eycentre@southampton.ac.uk) to unsubscribe. All electronic communication will be offered with an opt out opportunity as is required by EU and UK electronic privacy rules.

## Further information

We also have additional policies and guidelines concerning particular activities. If you would like further information please see our Publication Scheme at:

[http://www.southampton.ac.uk/about/governance/regulations-policies-guidelines.page#publication\\_scheme](http://www.southampton.ac.uk/about/governance/regulations-policies-guidelines.page#publication_scheme).

If you are unhappy with the way that we have handled your data you can contact us at:

[eycentre@southampton.ac.uk](mailto:eycentre@southampton.ac.uk) or contact the Information Commissioner's Office. See their website at: <https://ico.org.uk/>.