

## Privacy Information for Children, Parents, Guardians and Carers using Exeter College Nurseries

### Which organisation is processing my personal data?

Exeter College Further Education Corporation, Hele Road, Exeter, Ex4 4JS, 01392 400500

### Who is the person responsible for data protection?

The responsible person for data protection is the Data Protection Officer (DPO), whose details can be found at <https://exe-coll.ac.uk/dataprotection/>. The DPO Team can be contacted by emailing [DPO@exe-coll.ac.uk](mailto:DPO@exe-coll.ac.uk).

### What does 'personal data' mean?

Personal data is any information that identifies a data subject (a living person) directly or indirectly. Examples of personal data are name, address, identification number, this includes children enrolled at the nursery or for whom an application has been made. It also includes parents, carers or other adults whose information is recorded on the registration form.

Some information about a person is called 'special category data'. This includes race, ethnic origin, political opinions, religious beliefs, trade union membership, genetic and biometrical information, health, sex life and sexual orientation. This type of information receives additional protection.

### What does 'processing' mean?

'Processing data' means collecting, recording, filing, organising, storing, amending, retrieving, consulting, using, disclosing, sharing, and destroying information that identifies a living person.

### Does the college have the right to process my personal data?

Exeter College must only process personal data if it has a lawful basis to do so. If the college processes your information for different purposes, there may be different lawful bases. The lawful basis used will be explained whenever personal data is collected. These are the lawful bases that the college uses:

1. **Legal Obligation:** In certain situations, the college may be legally required to share personal information with law enforcement and other agencies. The college will only share the information which it is obliged to by law. We keep this data safe until it is passed into the

control of the relevant agency. As soon as this has happened, the safe keeping of your information becomes the responsibility of the third-party.

2. **Public Task:** The college is a public body which has the public task to deliver education. To deliver education the processing of personal data is required for a range of tasks:
  - enrolling
  - safeguarding
  - monitoring
  - assessing, recording of and reporting on progress
  - managing children's attainment and wellbeing
  - maintaining a healthy, safe and secure nursery environment

In carrying out its public task, the college may process special categories information including health information, to enable the assessment of a child's need for social protection to ensure they can take full advantage and benefit from their nursery experience. The college will collect and process health and related information for the purposes of health assessment and advice. Where this happens, more privacy information will be offered at the point where this data is collected.

3. **Fulfilling a contract:** The college also fulfils contracts to deliver services to customers of its Nurseries. To do so the processing of personal data is required for:
  - enrolling
  - safeguarding
  - monitoring
  - assessing, recording of and reporting on progress
  - managing children's attainment and wellbeing
  - maintaining a healthy, safe and secure nursery environment

The college is obliged to safeguard the wellbeing of children, parents, guardians, carers, visitors and employees. It will therefore process personal data, including CCTV images, to record who is present on its premises and at what time.

4. **Consent:** If the college needs to process personal data belonging to members of the public who are not enrolled and with whom it does not have a contractual relationship, it will usually do so based on consent. Consent will be asked for every time there is a new purpose for processing information, and it can be withdrawn at any time.

### **What categories of personal information are received from third parties?**

The college collects and processes information from third parties about learners and applicants. Sources of such information may include:

- parents and guardians
- present or previous childcare setting
- Local Authorities across the UK
- Healthcare Professionals

### **With which organisations and people does the college share personal information?**

The college will share information where there is a lawful basis to do so with

- parents and guardians
- previous or subsequent childcare settings
- Local Authorities across the UK
- Health Professionals

Children's personal information will be used by college employees and visitors who need it to ensure that each child receives effective education and pastoral care. Personal information may be processed on behalf of the college by

- Babcock
- Devon County Council (Devon Children's Services and Devon Social Care Services, and Devon Local Education Authority)
- Other Local Authorities across the UK
- Family
- Microsoft
- Schools
- WisePay

### **Does the college transfer personal information to other countries?**

The college will only transfer personal data to other countries, where it is safe to do so and in line with our Data Protection Policy and other relating documentation, which can be found at <https://exe-coll.ac.uk/dataprotection>

Data can be transferred safely where the UK is part of an Adequacy Decision, with Binding Corporate Rules or Standard Contractual Clauses.

### **For how long does the college keep personal information?**

The college keeps personal data for 7 years following the ending of its formal relationship with the individual. Within 1 year of the 7<sup>th</sup> anniversary, personal data will be anonymised, deleted, or securely destroyed.

The college has a Data Retention Schedule that lists all permissible exceptions to the 7-year limit and it can be viewed here <https://exe-coll.ac.uk/dataprotection>.

### **What rights do data subjects have over their personal data?**

Everyone has the following rights:

- Right of access: the right to ask for a copy of the information held by the college.
- Right to rectification: the right to correct inaccurate or incomplete information held by the college.

- Right to erasure: in certain situations, individuals can ask for their data to be deleted from college records. Please note that certain data must be kept by the college because of other legal obligations. Where this is the case, the situation will be explained.
- Right to restrict processing: in certain circumstances individuals can ask the college to restrict the processing of their information.
- Right or portability: individuals have the right to have the personal data held by the college transferred to another organisation, where this is wanted.
- Right to object: individuals have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing: individuals have the right to object to automated decision-making and profiling. In fact, the college does not process data for these purposes.
- Right to withdraw consent: individuals have the right to withdraw their consent again, which they have given previously. The college will only seek consent, where no other lawful basis for the processing applies.

### **How should data subjects go about exercising their rights?**

To exercise these rights individuals or authorised representatives can contact the DPO via the college website, email, telephone, or letter.

<https://exe-coll.ac.uk/dataprotection>

[DPO@exe-coll.ac.uk](mailto:DPO@exe-coll.ac.uk)

01392 400500

Data Protection Officer, Exeter College, Hele Road, Exeter EX4 4JS

### **How should data subjects complain if they have concerns?**

Complaints may be raised using the college Compliments, Comments and Complaints Procedure which can be found here <https://exe-coll.ac.uk/dataprotection>

Complaints about the college may be raised with the Office of the Information Commissioner at <https://ico.org.uk/concerns/>

### **What are the responsibilities of the data subject?**

Exeter College collects and processes personal data necessary for the operation and promotion of the college and to ensure the best interest of the data subjects are served. Individuals must provide accurate and complete personal data to enable the college to fulfil its obligations. Failure to do so may invalidate any contract which the individual and the college have entered.

Where the college relies on an individual's consent to process personal data, accessible means will be made available by which such consent can be withdrawn at any time.