Privacy Notice

**The Data Controller of the information being collected is:** Perth College UHI, Crieff Road, PERTH, PH1 2NX. Phone: 01738 877000.

For any queries or concerns about how your personal data is being processed you can contact the Data Protection Officer at [**dataprotectionofficer@uhi.ac.uk**](mailto:dataprotectionofficer@uhi.ac.uk)

This privacy statement relates to the following processes about you and your child:

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| * Short application form. * Application form. * Contract. * Photographs. |

Your information will be used for the following purposes:

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| Purpose 1 To capture information relating to your child in order to provide a contracted place at Perth College UHI Nursery.  Purpose 2 To contact parents/carers and emergency contacts in relation to child welfare/sickness.  Purpose 3 To contact parents/carers in relation to payment of nursery fees or other financial support.  Purpose 4 To notify parents/carers of any changes to fees or nursery opening hours.  Purpose 5 Photographs are used as part of educational observation and assist in tracking a child's learning and development. |

Our reasons for using the data are:

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| * You have given your permission to process data for the provision of your child's education (consent).   You have signed a contract with Perth College Nursery relating to the provision of your child's education (contract).   * We fall under the standards and statutory inspection requirements of the Care Inspectorate, and Education Scotland (legal obligation). * Use is necessary to protect the interests of the child and/or parent (vital interest/public interest.   Photographs are displayed within Perth College Nursery to show the child's learning as well as any activity within the Nursery. We may use photographs of your child engaging in activities, for self-registration, celebrating achievements, to be kept as evidence for projects such as ECO Schools, evidence of fulfilling statutory obligations. |

The data being used includes special category (sensitive) data. We use this sensitive data under the following legal condition(s):

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| * Use is necessary to protect your child's vital interests in respect of their health. Health data is necessary for us to have knowledge of your child's immunisation history, allergies and information needed to carry out the administration of any medication to your child. |

If you were to withhold the personal information we require for this process, the consequences would be:

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| * Perth College Nursery may not be able to process your child's application and may not be able to provide a contracted place for your child. |

Your data will, or may, be shared with the following recipients or categories of recipient:

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| Perth College UHI has data sharing agreements in place with the following public bodies:  Perth and Kinross Council ELC (Education and Children's Services Department).  Education Scotland.  Care Inspectorate.  Where we are obliged to do so by law including courts orders or other regulatory bodies (for example the Inland Revenue). |

**Your data will be retained for the following length of time:**

Application forms: Until 1 year after the child leaves the Nursery.

Financial data: Until 1 year after the child leaves the Nursery.

Photographs: Until the child leaves the Nursery, or 3 years after if required for the purposes stated in the reasons for use of data section.

**The following rights are rights of data subjects:**

* The right to access your personal data.
* The right to rectification if the personal data we hold about you is incorrect.
* The right to restrict processing of your personal data.
* The following rights apply only in certain circumstances:
* The right to withdraw consent at any time if consent is our lawful basis for processing your data.
* The right to object to our processing of your personal data.
* The right to request erasure (deletion) of your personal data.
* The right to data portability.

You also have the right to lodge a complaint with the [**Information Commissioner’s Office**](https://ico.org.uk/make-a-complaint/) about our handling of your data.