Privacy Notice
for applying for a University of Glasgow Nursery place

Your Personal Data
The University of Glasgow will be what’s known as the ‘Data Controller’ of your personal data processed in relation to applying for a Nursery place. This privacy notice will explain how the University of Glasgow will process your personal data.

Why we need it
We are collecting your basic personal data such as:
- your full name
- your individual staff/student matriculation number
- work and/or personal email address
- contact telephone number(s)
- home/work address
- occupation (if applicable)
- child(ren)’s date(s) of birth

We are collecting this personal data in order to process your request for a Nursery place for your child(ren) and for making decisions on your eligibility for a Nursery place for your child(ren). We will only collect data that we need in order to provide and oversee this service to you.

Legal basis for processing your data
We must have a legal basis for processing all personal data. In this instance, the legal basis is consent. Please note that by volunteering special categories of data in Part D of the form such as marital status, health conditions etc. you have explicitly consented to the collection and use of this personal data by Human Resources.

What we do with it and who we share it with
The University takes the security of your data seriously and we have internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the performance of their duties.

The Nursery application form asks for the following information:
- Part A – personal information
- Part B – brief details on the need for a Nursery place(s)
- Part C – eligibility for a University Nursery place
- Part D – supporting personal statement

All of the personal data you submit will be shared with the Childcare Committee which is made up of four members of staff and the sitting Vice President of the SRC (Student Support).

Parts A and B will also be shared securely (password protected and sent via the University’s file transfer system) with staff at the University Nursery which is currently managed by Childcare Scotland Properties Ltd. The University will not transfer your data outside the European Economic Area.
How long do we keep it for?
Your data will be retained by the University for one month after your child(ren)’s last day at the University Nursery, or for 1 month after the latest acceptance date as stated on your application form, whichever is earliest. After this time, data will be securely deleted.

What are your rights?*
You can request access to the information we process about you at any time. If at any point you believe that the information we process relating to you is incorrect, you can request to see this information and may in some instances request to have it restricted, corrected or, erased. You may also have the right to object to the processing of data and the right to data portability.

Where we have relied upon your consent to process your data, you also have the right to withdraw your consent at any time.

If you wish to exercise any of these rights, please contact dp@gla.ac.uk.

*Please note that the ability to exercise these rights will vary and depend on the legal basis on which the processing is being carried out.

Complaints
If you wish to raise a complaint on how we have handled your personal data, you can contact the University Data Protection Officer who will investigate the matter.

Our Data Protection Officer can be contacted at dataprotectionofficer@glasgow.ac.uk

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner’s Office (ICO) https://ico.org.uk/

I/We consent to the University processing my personal data for the purposes detailed above □

I/We have read and understand how my personal data will be used □

Signature(s):

Parent / Guardian (1) ....................................................................................... Date ............................

Parent / Guardian (2) ...................................................................................... Date ............................