

**PRIVACY NOTICE**

**UNIVERSITY FACILITIES**

**Data Collection and Privacy Notice**

Aston University (“the University”) processes personal data as a “Data Controller” as defined in the Data Protection Act 2018 (“the DPA”) and the GDPR as retained in UK law by the Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2019 (“the UK GDPR”). This notice relates to information about you or the child for whom you are acting with parental responsibility (“the child”) which will be collected by the University and processed as described below. The most up to date version of this privacy notice is published on the University’s website.

**What we collect**

The personal data which the University processes may include the categories set out in the relevant part of this privacy notice. This may include information about your or the child’s disability status, ethnicity, sexual orientation, gender reassignment or religion, which is classed as Special Category Data under the DPA, where we need to process this information in order to provide you with our services.

**Your rights**

The DPA and the UK GDPR give you the right to know what information is processed about you and how it is processed. You also have the following rights (limited in certain circumstances):

- to access your personal information;
- to rectify inaccurate information;
- to restrict processing of your information; and
- to object to processing of your information.

**Data transfers to other countries**

Your personal data may be transferred to countries outside the European Union for the purposes described above. The University will only transfer personal data outside the European Union where adequate safeguards are in place.

**Navigating this privacy notice**

<b>Status</b>	<b>Relevant Pages</b>
Sport Aston	Pages 2 and 7
Library	Pages 3 and 7
Nursery	Pages 4 and 7

## **SPORT ASTON**

### **To register you as a customer at Sport Aston and to manage your membership**

We will process your personal data in order to register you as a customer and to enable us to manage your membership, including sending reminders that it is time to renew. We may collect information about your health and disability status, which is classed as Special Category Data under the DPA and the UK GDPR. We will also collect your payment information if you need to make any payments to us.

This processing is necessary on the grounds of our legitimate interest. We will process Special Category Data that we have become aware of as a result of you registering or using our facilities and we will only use it in the course of providing you with our services.

**LIBRARY**

**Registering you as a visitor**

We will process your personal data in order to register you as a visitor at the University's Library. This is to assist the University with the key aspects of information which you will need to use the Library's facilities.

This processing is necessary on the grounds of our legitimate interest.

**ID Cards**

The University will process your personal data which will include your photograph to create your ID card. This is to enable you to gain access to the University's Library.

This processing is necessary on the grounds of the University's legitimate interest.

**Book Loans**

We will process your personal data as we may need to contact you in respect of matters such as book loans. This is to ensure that books are returned on time to the Library.

This processing is necessary on the grounds of the University's legitimate interest.

**NURSERY**

**To register you as a customer of the Nursery and to manage our ongoing relationship with you**

We will process your personal data in order to register you as a customer and to enable us to provide our services to you, including retaining your contact details and enquiry form while you are on our waiting list. This may include processing of Special Category Data, if necessary to fulfil our contract with you and to provide appropriate care to your child. We will also collect your payment information if you need to make any payments to us and funding information if this is applicable. We may also communicate via email and telephone to pass on information about the Nursery, including information about outbreaks of illness, reminders of Nursery closure, car park codes, newsletters and general updates.

This processing is necessary on the grounds of our legitimate interest. This includes any Special Category Data that you have provided to us or of which we become aware.

**To enable us to provide appropriate care to your child and to monitor their learning and development**

We will use the Personal Data we hold about your child, including Special Category Data, so that we can provide an appropriate level of care to your child. This will include taking account of any medical and safeguarding information of which we become aware and, where necessary, providing this to other organisations as required by law. We will also use it to assess and plan for your child's continuing development, which we are required to do by law under the Early Years Foundation Stage (EYFS) Statutory Framework. The information collected includes video and still images of your child for the purpose of monitoring and assessing their learning and development.

This processing is necessary on the grounds of performance of our contract with you and, in the case of safeguarding and planning for your child's continuing development, compliance with our legal obligations.

**Recording achievements and learning**

Visual images of the children are taken and used on a daily basis as a method of observation to record children’s learning and achievements. Parents are asked to provide consent for such use of images prior to the child starting, and this consent can be withdrawn at any time. In addition parents are asked to consent to their children’s images appearing in images on another child’s learning journey. These wishes are upheld at all times.

Please note that we will provide a separate consent form prior to using your child’s photographic image for marketing purposes, such as the nursery website, leaflets or banners.

We will process your child’s personal data for this purpose on the grounds of your consent. You have the right to withdraw your consent at any time. Please indicate whether you agree to this type of processing by ticking one of the boxes below.

**Consent**

I consent to the use of video and photographic images of my child being being processed for the purposes of recording their learning and achievements. I understand that I may withdraw this consent at any time.

**Yes/No**

I consent to my child’s image appearing in images on another child’s learning journey. I understand that I may withdraw this consent at any time.

**Yes/No**

**ALL USERS OF ASTON'S FACILITIES**

**Keeping you informed about our services**

We would like to keep you informed about services that may be of interest to you, based on your past dealings with us. This may include communications sent by email or post.

We will process your personal data for this purpose on the grounds of your consent. You have the right to withdraw your consent at any time. Please indicate whether you agree to this type of processing by ticking one of the boxes below.

**Consent**

I consent to my personal data, including my personal email address, being processed for the purposes of receiving marketing communications by post and by email. I understand that I may opt out of receiving these communications at any time.

**Yes/No**

**Security**

Your safety and the security of your property is very important to the University. We will therefore process your personal information which includes the use of CCTV footage to ensure that the University's premises remains safe and secure.

This processing is necessary on the grounds of our legitimate interest.

**Emergencies**

There may be circumstances where the University needs to contact an emergency contact that you have specified or the emergency services in events which include accidents, illnesses or concerns regarding your wellbeing.

We will process your personal data on the grounds of vital interests. The processing of Special Category Data is necessary on the grounds of the University protecting your vital interests.

**Compliance with NHS Test and Trace**

If you attend Aston's campus, we are required to process your personal data to comply with the requirements of NHS Test and Trace (or any superseding or replacing framework). Your data may be shared with Public Health England (or any successor body) and other public bodies in order to fulfil these obligations.

We will process your personal data for this purpose on the grounds of our legal obligation. Special Category Data will be processed on the grounds of substantial public interest.