<table>
<thead>
<tr>
<th>Category of personal data</th>
<th>Source of the data</th>
<th>Why we process it</th>
<th>How long we keep this data</th>
<th>On what basis for processing</th>
<th>Special category details (where applicable)</th>
<th>Additional processing under the UK Data Protection Act 2018</th>
<th>Additional processing under the Data Protection Act 2018</th>
<th>More information and details about data protection regulations (further information)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information about attendees’ health, dietary requirements and/or disabilities, and records of decisions we make taking that information into account.</td>
<td>Third party</td>
<td>Ongoing contact is necessary for compliance with a legal obligation</td>
<td>Ongoing</td>
<td>Ongoing</td>
<td>Ongoing</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Information about attendees’ health, religion or belief and/or sexuality.</td>
<td>Third party</td>
<td>Ongoing contact is necessary for compliance with a legal obligation</td>
<td>Ongoing</td>
<td>Ongoing</td>
<td>Ongoing</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Information about attendees’ current addresses, telephone numbers</td>
<td>Third party</td>
<td>Ongoing contact is necessary for compliance with a legal obligation</td>
<td>Ongoing</td>
<td>Ongoing</td>
<td>Ongoing</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

- The College is required by the Law of限 whom the processing meets the grounds (further information)
1. Records of creche life: photographs and written records of events, activities, performances and similar.
   We generate this data about you.
   To maintain a record of creche events and activities.
   Records may be held for up to 1 year following the end of provision of creche services.
   Processing is necessary for performance of our contract with you.
   Processing is necessary for compliance with a legal obligation.
   Processing is necessary for the purposes of our or your legitimate interests, except where overridden by your data protection rights and freedoms.
   The College has a legitimate interest in maintaining a record of creche activities and in marketing creche services.

2. Correspondence with service users
   We retain this data from you.
   We generate this data about you.
   To hold an accurate record of communications with you.
   Correspondence will be held for up to 3 years following the end of provision of creche services.
   Where this information relates to registers, ledgers, records, accident books pertaining to children, and similar materials, the data is retained for the age of 21. In addition, data relates the age of 21 where the data in which child protection interests are included, in accordance with the Data Protection Act 1998.
   Processing is necessary for performance of our contract with you.
   Processing is necessary for compliance with a legal obligation.
   Processing is necessary for the purposes of our or your legitimate interests, except where overridden by your data protection rights and freedoms.
   Service users and those parts of the College engaged in creche provision have legitimate interests in the accuracy of information communications between the various parts over time.

3. Biographical information of attendees, including their interests, hobbies, family details, nationality, culture and achievements.
   We retain this data from you.
   We generate this data about you.
   To guide the management of the creche.
   The views and concerns of service users help to guide the management of the creche.
   Processing is necessary for performance of our contract with you.
   Processing is necessary for compliance with a legal obligation.
   Processing is necessary for the purposes of our or your legitimate interests, except where overridden by your data protection rights and freedoms.

4. Financial information including bank/building society account numbers, sort codes, credit/debit card numbers, invoices and balances for childcare provided, as part of taking payments (including deposits and/or associated personal data. For example, copies of data supplied pursuant to requests for information made under data protection and/or freedom of information legislation, records made to comply with safeguarding, health and safety or other regulatory requirements.
   We retain this data from you.
   We generate this data about you.
   To hold an accurate record of our financial obligations, to be provided.
   Records will ordinarily be retained for 7 years following the end of provision of creche services.
   Where this information is included in records for payment of fees, the information is held until the child reaches the age of 21, or until the data reaches the age of 18 where the data is held in child protection-related records, in accordance with the Data Protection Act 1998.
   Processing is necessary for performance of our contract with you.
   Processing is necessary for compliance with a legal obligation.
   Processing is necessary for the purposes of our or your legitimate interests, except where overridden by your data protection rights and freedoms.

5. Medical information: about you.
   We retain this data from you.
   We generate this data about you.
   To maintain an accurate record of our communications with you.
   Medical records will be held for up to 1 year following the end of provision of creche services.
   Where this information relates to registers, ledgers, accident books pertaining to children, and similar materials, the data is retained for the age of 21. In addition, data relates the age of 21 where the data in which child protection interests are included, in accordance with the Data Protection Act 1998.
   Processing is necessary for performance of our contract with you.
   Processing is necessary for compliance with a legal obligation.
   Processing is necessary for the purposes of our or your legitimate interests, except where overridden by your data protection rights and freedoms.

6. Personal information including health/medical/societal account numbers, sort codes, credit/debit card numbers, invoices and balances for childcare provided, as part of taking payments (including deposits and/or associated personal data.
   We retain this data from you.
   We generate this data about you.
   To hold an accurate record of communications with you.
   Correspondence will be held for up to 3 years following the end of provision of creche services.
   Where this information is included in records for payment of fees, the information is held until the child reaches the age of 21, or until the data reaches the age of 18 where the data is held in child protection-related records, in accordance with the Data Protection Act 1998.
   Processing is necessary for performance of our contract with you.
   Processing is necessary for compliance with a legal obligation.
   Processing is necessary for the purposes of our or your legitimate interests, except where overridden by your data protection rights and freedoms.

7. Personal information including health/medical/societal account numbers, sort codes, credit/debit card numbers, invoices and balances for childcare provided, as part of taking payments (including deposits and/or associated personal data.
   We retain this data from you.
   We generate this data about you.
   To hold an accurate record of communications with you.
   Correspondence will be held for up to 3 years following the end of provision of creche services.
   Where this information is included in records for payment of fees, the information is held until the child reaches the age of 21, or until the data reaches the age of 18 where the data is held in child protection-related records, in accordance with the Data Protection Act 1998.
   Processing is necessary for performance of our contract with you.
   Processing is necessary for compliance with a legal obligation.
   Processing is necessary for the purposes of our or your legitimate interests, except where overridden by your data protection rights and freedoms.

8. Personal information including health/medical/societal account numbers, sort codes, credit/debit card numbers, invoices and balances for childcare provided, as part of taking payments (including deposits and/or associated personal data.
   We retain this data from you.
   We generate this data about you.
   To hold an accurate record of communications with you.
   Correspondence will be held for up to 3 years following the end of provision of creche services.
   Where this information is included in records for payment of fees, the information is held until the child reaches the age of 21, or until the data reaches the age of 18 where the data is held in child protection-related records, in accordance with the Data Protection Act 1998.
   Processing is necessary for performance of our contract with you.
   Processing is necessary for compliance with a legal obligation.
   Processing is necessary for the purposes of our or your legitimate interests, except where overridden by your data protection rights and freedoms.

9. Personal information including health/medical/societal account numbers, sort codes, credit/debit card numbers, invoices and balances for childcare provided, as part of taking payments (including deposits and/or associated personal data.
   We retain this data from you.
   We generate this data about you.
   To hold an accurate record of communications with you.
   Correspondence will be held for up to 3 years following the end of provision of creche services.
   Where this information is included in records for payment of fees, the information is held until the child reaches the age of 21, or until the data reaches the age of 18 where the data is held in child protection-related records, in accordance with the Data Protection Act 1998.
   Processing is necessary for performance of our contract with you.
   Processing is necessary for compliance with a legal obligation.
   Processing is necessary for the purposes of our or your legitimate interests, except where overridden by your data protection rights and freedoms.

10. Personal information including health/medical/societal account numbers, sort codes, credit/debit card numbers, invoices and balances for childcare provided, as part of taking payments (including deposits and/or associated personal data.
    We retain this data from you.
    We generate this data about you.
    To hold an accurate record of communications with you.
    Correspondence will be held for up to 3 years following the end of provision of creche services.
    Where this information is included in records for payment of fees, the information is held until the child reaches the age of 21, or until the data reaches the age of 18 where the data is held in child protection-related records, in accordance with the Data Protection Act 1998.
    Processing is necessary for performance of our contract with you.
    Processing is necessary for compliance with a legal obligation.
    Processing is necessary for the purposes of our or your legitimate interests, except where overridden by your data protection rights and freedoms.
| 12 | Next of kin/emergency contact data | We obtain this data from you. | To enable us to contact appropriate individuals in the event that attendees are injured, become unwell, or there are other relevant causes for concern regarding their well-being. | It is in the interests of service users' legitimate interests for us to have the means to contact a family member or other designated representative in a situation where there is significant concern for an attendee's welfare. | N/A | N/A |
| 13 | Complaints and related investigations raised with the creche and relating to creche provision, including records of any investigation and/or decision that we take, and of any subsequent appeal of resolution. | We obtain this data from you. We generate this data about you. | To ensure that complaints are dealt with in an appropriate and timely manner, resolved, and that lessons learned and suggested improvements are acted upon. | Processing is necessary for performance of our contract with you. Processing is necessary for compliance with a legal obligation. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms. | All parties have a legitimate interest in the correct and proper handling of complaints. We also have legal obligations under legislation pertaining to childcare to keep appropriate records and provide materials to inspectors. We are required by law to keep accurate records and make these available to inspectors where required to do so. | N/A |
| 14 | Intervention and behavioural management records | We generate this data about you. | As part of the provision of appropriate, child-focused care. | The data is held by the creche for 3 years following the end of provision of creche services. Where this information is included in records of accidents and/or incidents pertaining to children, the information is held until the child reaches the age of 21 - or until the child reaches the age of 24 where this data is held in child protection records - in accordance with the Limitation Act 1980/The Statute of Limitations (Amendment) Act 1991. | We are required by law to keep appropriate records and make these available to inspectors where required to do so. | N/A |
| 15 | Attendance records | We generate this data about you. | We monitor attendance as part of our financial management, staffing planning and also in accordance with our child protection and welfare obligations. | We hold this data for 6 years following the end of provision of creche services. | We have a legitimate interest in monitoring usage of the nursery service. We also have a legal obligation to track the attendance of service users, where they use state funded childcare schemes. | N/A |