



PRIVACY STATEMENT FOR PROCESSING OF PERSONAL DATA

EUI CRÈCHE ENROLMENT AND MANAGEMENT

(Last updated on 22.12.2015)

1. Description of the processing operation and Data Controller

The processing operation is used to collect the personal data of the parents and of the child(ren) enrolled in the EUI crèche, a childcare facility offered for members of the EUI community whose children are between 6 months and 3 years old.

In order to enrol your child(ren), you shall complete a registration form, available on the EUI intranet:

<http://www.eui.eu/Documents/ServicesAdmin/Logistics/Creche/RegistrationForm.pdf>

The form is necessary for admission of children to the crèche. A list of all children enrolled in the crèche is derived from the registration forms received. It is then sent to the attention of a member of the Budget and Financial Affairs Service to calculate the fees, related to the number of attendances made. The form is also useful to know who are the persons authorized to collect the child. A telephone number to be used in case of emergency is also included.

The registration form must be accompanied by a medical certificate, attesting the health of the child(ren), and a copy of the vaccination certificate. You will also be asked to provide a list of food intolerances or allergies of your child(ren). The information included in the registration form and medical certificates may also be used in case of emergency.

You will also be asked to complete an additional form specifying whether or not you authorize crèche teachers to take pictures of your child(ren) during the period of attendance for purely educational purposes and to be used only within the crèche premises.

The Data Controller, overall responsible for the processing of personal data, is the Director of the EUI Real Estate and Facilities Service (REFS)¹. The staff member of the REFS who processes the personal data for the EUI Crèche is Mrs. Gloria Peruzzi.

2. What personal data do we collect, for what purpose, and through which technical means?

Type of personal data and purpose for its collecting

Child's personal data:

- Child's surname and name, date of birth, nationality, certificate attesting that the child's fitness and health, copy of the vaccination certificate, list of food intolerances or allergies; in case of absence for illness (for more than 5 consecutive days), a doctor's certificate attesting that as from (date) the child can return to the Crèche is requested for re-admittance (without details about the sickness).

¹ The Data Controller for any financial data processed in relation to the management of the EUI Crèche is the Director of the Budget and Financial Affairs Service.



Parents' personal data:

- Parent(s)' surname and name, their status at the EUI and the corresponding EUI Department/Service, their address in Florence, telephone and mobile phone numbers (telephone number in case of emergency if different), e-mail address, details of the monthly net income and number of children enrolled at the crèche.

The purpose of the EUI crèche is to ensure that members of the EUI have easy access to day-care facilities for young children. The purpose of the processing of personal data is to admit children to the EUI crèche, to keep detailed and updated data concerning the number of children enrolled in the crèche and to calculate each month the fees that parents of children enrolled at the EUI crèche have to pay; the purpose is also to have all the necessary details at hand in case of emergency and to authorize the taking of photos of the children (in the crèche).

Technical Means

Personal data is processed through **both manual and electronic technical means**.

Manual processing: maintaining paper files.

Electronic processing: conversion of paper files/registration forms into scanned copies (pdf files) and maintaining pdf files on a computer.

A monthly list of attendances of every child is sent to the Budget and Financial Affairs Service. The Budget and Financial Affairs Service then performs the calculation and deduction of the crèche from parents' salaries or grants.

A list containing the parents' mobile phone numbers is circulated to the crèche teachers for information.

The enrolment form is given by parents to Mrs. Peruzzi (by email or by courier) and the papers are kept in the child's file together with copies of evidencing documentation.

3. Who has access to your data and to whom is it disclosed?

Access

All original data is stored on paper and copies of it on a hard disk in Gloria Peruzzi's office and only she has access to it.

The list of attendances of enrolled children is sent by e-mail to the Budget and Financial Service and the list of enrolled children with parents' telephone numbers - to the crèche teachers.

Disclosure

With your agreement, transfer of children's medical data to the Crèche paediatrician might take place.

4. How do we protect and safeguard your data?

The security of the personal data is safeguarded through adequate technical and organisational security measures in compliance with Article 10 (Confidentiality & Security) of the President's Decision No. 40 of 27 August 2013 regarding Data Protection at the EUI.

Technical measures to ensure level of security appropriate to the risks represented by the processing and the nature of the personal data to be processed and to prevent any unauthorised disclosure or access, accidental or unlawful destruction or accidental loss, or alteration, and to prevent all other unlawful forms of processing:

Organizational measures to ensure level of security appropriate to the risks represented and to prevent any unauthorised disclosure or access, accidental or unlawful destruction or accidental loss, or alteration, and to prevent all other unlawful forms of processing:

For electronic information, user IDs and passwords are being used. Only designated staff has the possibility to access the data kept for the purpose of administrative or financial process.

For hardcopy documentation, limited number of staff having access to cupboards; the storage offices are always locked when unattended.

All recipients are reminded of their obligation not to use the data received for any further purposes than the one for which they were transmitted.

5. How long do we keep your data?

Personal data is kept for as long as necessary, i.e. until the child is enrolled at the Crèche and for one year after he leaves the Crèche.

Financial data (re the deduction of Crèche fees from your salary/grant) is kept for at least five years after the budgetary discharge, but personal *data contained in supporting documents* is deleted where possible when those data are not necessary for budgetary discharge, control and audit purposes.

6. How can you verify or modify your information?

You have the right to consult the data relating to your child(ren) in the Crèche secretariat at any time.

If you have requests concerning your rights and you wish to rectify some of the data, you can address yourself to the Data Controller at the following e-mail address:

For data processed by the REFS service: DataControllerREFS@EUI.eu

For financial data processed by the Budget & Financial Affairs Service: Roberto.Nocentini@eui.eu

who will reply as soon as possible, but not later than 30 days of receipt of your request.



7. Right of recourse

You have the right to have recourse to the Data Controller with simultaneous notification to the EUI Data Protection Officer [[Data Protection Officer@EUI.eu](mailto:Data_Protection_Officer@EUI.eu)] if you consider that your rights under EUI President's Decision 40/2013 or 11/2014 have been infringed as a result of the processing of your personal data by the EUI.