

## Information sheet for children

### Child's details

|                         |  |
|-------------------------|--|
| First name, last name   |  |
| Address                 |  |
| Date and place of birth |  |
| Siblings (+ age)        |  |

### Parents' details

|                         | Mother | Father |
|-------------------------|--------|--------|
| First name, last name   |        |        |
| Address                 |        |        |
| Phone number (private)  |        |        |
| Mobile number (private) |        |        |
| Phone number (work)     |        |        |

### People entitled to collect the child (First name, last name (+ phone number))

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If we are unable to reach the parents/guardians in an **emergency**, we should inform (first name, last name, phone number):

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What does your child like to do?

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Is your child allowed to use the disinfection station provided in the holiday childcare programme as an additional hygiene measure (standard disinfectant)?

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What are your child's eating habits? Do they have any food intolerances or allergies, should they avoid certain foodstuffs or ingredients?

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Does your child have any medical condition we should be aware of (cardiovascular disorder, diabetes, digestive disorder, disability etc.)? If yes, please give further details.

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Does your child take medicine regularly? If yes, please give further details.

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### **Consent for publishing photos taken during the holiday childcare programme**

I/we (parents/guardians) hereby give our **permission**, which can be revoked at any time, **that photos** taken during activities in the University's holiday childcare programme on which my/our child can be seen may be used and published by the holiday childcare programme run by the FAU and Universitätsklinikum Erlangen Family Service for the purpose of public relations.

**yes**  **no**

We agree that photos taken during the holiday childcare programme can be passed on to other parents and children in the holiday childcare programme (e.g. as group photos).

**yes**  **no**

We also agree to our child's first name being published.

**yes**  **no**

Place, date \_\_\_\_\_

Signature parent 1 \_\_\_\_\_

Signature parent 2 \_\_\_\_\_ (not required for single parents)

## **Data protection – Information concerning the processing of personal data for childcare purposes**

This document provides applicants for childcare positions and parents looking for childcare facilities with information pursuant to Article 13 General Data Protection Regulation (GDPR) concerning the **collection of personal data** within the context of **childcare services offered by the Family Service at Friedrich-Alexander-Universität Erlangen-Nürnberg**.

1. Data controller:

Friedrich-Alexander-Universität Erlangen-Nürnberg  
Schloßplatz 4  
91054 Erlangen

Postal address: Schlossplatz 4, 91054 Erlangen, Germany  
Phone: +49 9131 85 -0  
Fax: +49 9131 85 22131  
E-mail: [poststelle@fau.de](mailto:poststelle@fau.de)

2. Our data protection officer can be reached as follows:

Data Protection Officer  
Friedrich-Alexander-Universität  
Erlangen-Nürnberg  
Schlossplatz 4  
91054 Erlangen

Postal address: Schlossplatz 4  
Phone: +49 9131 85 25860  
Fax: +49 9131 85 70239  
E-mail: [datenschutzbeauftragter@fau.de](mailto:datenschutzbeauftragter@fau.de)

3. The purpose of data collection is to allow your application/your request to be checked correctly with respect to childcare provision. To do so, we store all data you provide as part of your application/request. On the basis of the data you provide as part of your application/your request, we check whether you can be invited to interview as part of the selection process or whether we can offer your child a place in childcare. If you are considered to be a suitable candidate, further personal data are then collected that are relevant for the selection decision. If you are considered for a place or position in childcare, you will be informed separately about the personal data to be collected as part of the process.

The legal bases for collecting and processing data within this context are Art. 6 (1)(1)(a), (b) and (c) GDPR, Art. 9 (2) (b) and (h) GDPR, Art. 88 (1) GDPR, Art. 8 (1)(1)(2) and (3) Bavarian Data Protection Act (BayDSG).

4. If your personal data are processed and saved electronically, the data processing systems we use are operated by the state computer centres and the State Finance Office, acting in the capacity of processors.
5. Your personal data collected as part of the application process for a position or place in childcare are stored for at least three months.

If your application/request is not successful or if you withdraw your application/request, we will destroy the personal data you submitted one month after the application is rejected or withdrawn. Storage of data within these time limits is required for legal reasons in case of legal proceedings (above all any assertion of claims in accordance with the General Equal Treatment Act).

If your application for a place/position is successful, you will be informed separately about the applicable provisions for dealing with your personal data, especially about the creation of a personnel file, see also Section 3 of this document.

6. We would also like to inform you of your existing rights under the GDPR.

- If your personal data are processed, you are entitled to receive information about which data concerning you have been stored (Art. 15 GDPR).
- If incorrect personal data are processed, you are entitled to a right to rectification (Article 16 GDPR).
- If the legal requirements are met, you can request that your data are erased, ask for processing to be restricted or file an objection to processing (Art. 17, 18 and 21(1) GDPR).
- Furthermore, you are also entitled to file an objection with the Bavarian Data Protection Officer. They can be reached as follows:

Der Bayerische Landesbeauftragte für den Datenschutz (BayLfD)  
Wagmüllerstraße 18  
80538 München

Postal address: Postfach 22 12 19, 80502 München  
Phone: +49 89 212672 -0  
Fax: +49 89 212672-50  
E-mail: [poststelle@datenschutz-bayern.de](mailto:poststelle@datenschutz-bayern.de)  
Internet: [www.datenschutz-bayern.de](http://www.datenschutz-bayern.de)

If you exercise the rights stated above, Friedrich-Alexander-Universität Erlangen-Nürnberg will check whether the statutory requirements for doing so have been met.

If a request is made for deleting the data for the application for a place/position during the application process, this will be considered a withdrawal of the application.

Place, date \_\_\_\_\_

Signature parent 1 \_\_\_\_\_

Signature parent 2 \_\_\_\_\_ (not required for single parents)