



Nursery School of the Land of Lower Austria:

ENGLISH

# Data Sheet

Datenblatt (das Formular bitte in Deutsch ausfüllen)

Name of the child:

| Surname | Given name | Date of birth (DD.MM.YYYY) |
|---------|------------|----------------------------|
|         |            |                            |

Room for notes:

# Details on the child

## Master data:

|                            |                                    |            |                        |     |
|----------------------------|------------------------------------|------------|------------------------|-----|
| Surname                    |                                    | Given name |                        | Sex |
|                            |                                    |            |                        |     |
| Date of birth (DD.MM.YYYY) | Social insurance number            |            | Place of birth         |     |
|                            |                                    |            |                        |     |
| Principal residence        |                                    |            |                        |     |
|                            |                                    |            |                        |     |
| Nationality                | First language(s) (no more than 3) |            | Religious denomination |     |
|                            |                                    |            |                        |     |

## Health:

**Chronic diseases** (e. g.: epilepsy, asthma, etc.) ☐ Yes ☐ No

Nature of the disease:

**Allergies/intolerances** ☐ Yes ☐ No

Common allergies:  
(pollen, house-dust, etc.)

Food allergies  
and intolerances:  
(nuts, lactose, etc.)

Medication allergies:

**Important information for medical emergency purposes** (e. g. epilepsy, medication to be administered, etc.)

**Tetanus vaccination** ☐ Yes ☐ No

**May potassium iodide tablets be administered to the child in case of nuclear accidents?** ☐ Yes ☐ No

**May the child participate in the visit to the dentist within the framework of the Apollonia project?** ☐ Yes ☐ No

**May the child participate in the free eye exam?** ☐ Yes ☐ No

**May the child participate in the free hearing exam?** ☐ Yes ☐ No

## Organisation:

**Will the child take the bus to the facility?** *(supervisory duties may be transferred to bus driver upon approval)*

☐ Yes ☐ No

**May the childcare facility take photos/videos of the child?**

*The photos will primarily be used for portfolio work and development documentation.*

☐ Yes ☐ No

**May the childcare facility publish photos/videos of the child?**

*Publication of photos or film recordings showing the child alone or together with other children within the framework of the operations of the nursery school in newspapers, magazines, brochures, on TV, the internet or by sharing them with other parents etc.*

☐ Yes ☐ No

The legal guardians confirm that they have discussed the question of taking photos/videos and the disclosure thereof with the child.

**Only for school children: May the child go home alone?**

☐ Yes ☐ No

**Are there any foodstuffs the child must not consume?**

☐ Yes ☐ No

Remark:

## Persons entitled to pick up the child and emergency contacts:

The following persons shall be entitled to pick up the child or have to be informed in case of an emergency in the following order (if the legal guardians cannot be reached)

The supervisory duty of the nursery-school staff and other suitable persons will begin upon personal takeover of the child at the nursery school. It will end upon handover of the child to the legal guardians or any other person authorized by the latter to pick up the child.

| Surname                      | Given name           | Telephone number     | Relationship to the child |
|------------------------------|----------------------|----------------------|---------------------------|
| <input type="text"/>         | <input type="text"/> | <input type="text"/> | <input type="text"/>      |
| Address <input type="text"/> |                      |                      |                           |
| Surname                      | Given name           | Telephone number     | Relationship to the child |
| <input type="text"/>         | <input type="text"/> | <input type="text"/> | <input type="text"/>      |
| Address <input type="text"/> |                      |                      |                           |
| Surname                      | Given name           | Telephone number     | Relationship to the child |
| <input type="text"/>         | <input type="text"/> | <input type="text"/> | <input type="text"/>      |
| Address <input type="text"/> |                      |                      |                           |
| Surname                      | Given name           | Telephone number     | Relationship to the child |
| <input type="text"/>         | <input type="text"/> | <input type="text"/> | <input type="text"/>      |
| Address <input type="text"/> |                      |                      |                           |
| Surname                      | Given name           | Telephone number     | Relationship to the child |
| <input type="text"/>         | <input type="text"/> | <input type="text"/> | <input type="text"/>      |
| Address <input type="text"/> |                      |                      |                           |
| Surname                      | Given name           | Telephone number     | Relationship to the child |
| <input type="text"/>         | <input type="text"/> | <input type="text"/> | <input type="text"/>      |
| Address <input type="text"/> |                      |                      |                           |

# Details on parents/legal guardians

Master data:

|                                   |  |                |  |  |  |
|-----------------------------------|--|----------------|--|--|--|
| Surname                           |  | Given name     |  | Relationship to child <i>(mother, father, foster mother, ...)</i>                  |  |
|                                   |  |                |  |  |  |
| Date of birth (DD.MM.YYYY)        |  | Marital status |  | Having parental authority <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
|                                   |  |                |  |  |  |
| Principal residence               |  |                |  |  |  |
| <input type="checkbox"/> as child |  |                |  |  |  |
| Telephone 1                       |  | Telephone 2    |  | E-mail <i>(for informing parents ... - specification optional)</i>                 |  |
|                                   |  |                |  |  |  |

|                                   |  |                |  |  |  |
|-----------------------------------|--|----------------|--|--|--|
| Surname                           |  | Given name     |  | Relationship to child <i>(mother, father, foster mother, ...)</i>                  |  |
|                                   |  |                |  |  |  |
| Date of birth (DD.MM.YYYY)        |  | Marital status |  | Having parental authority <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
|                                   |  |                |  |  |  |
| Principal residence               |  |                |  |  |  |
| <input type="checkbox"/> as child |  |                |  |  |  |
| Telephone 1                       |  | Telephone 2    |  | E-mail <i>(for informing parents ... - specification optional)</i>                 |  |
|                                   |  |                |  |  |  |

Brothers and sisters:

| Surname | Given name | Sex | Date of birth (DD.MM.YYYY) |
|---------|------------|-----|----------------------------|
|         |            |     |                            |
|         |            |     |                            |
|         |            |     |                            |
|         |            |     |                            |
|         |            |     |                            |



# Information on Data Protection

You receive this information as a:

- legal guardian;
- person entitled to pick up the child;
- sibling;
- child attending nursery school.

According to Art. 13 of the General Data Protection Regulation we inform you that the Land Niederösterreich (~Land of Lower Austria), represented by the Amt der Niederösterreichischen Landesregierung (~Office of the Government of the Land of Lower Austria), will process the personal data provided in this form electronically according to the stipulations of the General Data Protection Regulation of the European Union and the Data Protection Act 2018.

The data controller within the meaning of the EU General Data Protection Regulation and the Data Protection Act 2018 in respect of your personal data will be the Land of Lower Austria, represented by the Office of the Government of the Land of Lower Austria.

If the community, acting as an education authority and controller, also processes personal data in this context, you will be informed separately.

Complaints may be lodged with the Österreichische Datenschutzbehörde (~Austrian Data Protection Authority), Barichgasse 40-42, 1030 Vienna.

You may exercise your rights to information, to rectification, to restriction, to object and (where applicable) to data portability under [dsko@noel.gv.at](mailto:dsko@noel.gv.at) or by mail or personally with the Bürgerbüro (~Citizens' Office), Amt der Niederösterreichischen Landesregierung, Landhausplatz 1, 3109 St. Pölten. The security of your data is important to us. In order to be able to verify your identity unambiguously, we need a qualified electronic signature, if you contact us by e-mail, the copy of an official photo ID, if you contact us by mail, or a valid official photo ID, if you come personally.

Feel free to ask the **Datenschutzbeauftragten** (data protection officer), if you have any questions concerning data protection issues. You can contact this person either by mail under KPMG Security Services GmbH, Kudlichstraße 41, 4020 Linz, or by e-mail under [dsba@noel.gv.at](mailto:dsba@noel.gv.at).

According to Art. 13 GDPR we provide you with the following information concerning the data collected from you:

- Your data can be processed for the following purposes:
  - performance of tasks according to the NÖ Kindergartengesetz (~Lower Austrian Nursery School Act);
    - purpose of supervision acc. to the NÖ Kindergartengesetz (~Lower Austrian Nursery School Act);
    - purpose of planning and management of nursery schools;
    - statistical purposes;
- Legal basis for the processing of personal data:
  - performance of tasks carried out in the public interest acc. to Art. 6 (1) (e) GDPR;
  - § 38 NÖ Kindergartengesetz (~Lower Austrian Nursery School Act) 2006;
  - the performance of a care contract acc. to Art. 6 (1) (b) GDPR;
- Legal basis for the processing of special categories of personal data:
  - consent acc. to Art. 9 (2) (a) GDPR.

The withdrawal of consent to the processing of special categories of personal data shall be possible at any time. The withdrawal of consent shall not affect the lawfulness of any processing based on consent before its withdrawal.

- We will transmit your personal data to third persons only, if this is permitted by law or if you have given your consent.  
Your data can be transferred to the following recipients to perform the tasks mentioned above:
  - the education authority (the respective community)
  - the respective nursery school of the Land
  - the Bezirkshauptmannschaften (~administrative district authorities)
  - the organisational units of the Land of Lower Austria
  - school administrators
- The personal data belonging to special categories of personal data will only be transferred to the following recipients:
  - the respective nursery school of the Land;
  - the Bezirkshauptmannschaften (~administrative district authorities);
  - the organisational units of the Land of Lower Austria;
  - the recipients of the transfer report.
- It is not envisaged to transfer personal data to a third country or to an international organisation.  
There will be no automated decision-making based on your data.
- Your data will be deleted ten years after your child has left nursery school.

Acc. to Art. 14 GDPR we provide you with the following additional information concerning data not obtained from you:

- The following bodies can collect personal data concerning you:
  - consultations of the Zentrale Melderegister (ZMR) [-central population register], for a more efficient collection of data on children and legal guardians in the nursery school administration programme
- The said bodies can collect your personal data belonging to the following categories:
  - master data, not sensitive, e.g. addresses

The processing of your data will be necessary for the performance of the care contract and the performance of tasks carried out in the public interest acc. to Art. 6 (1) (e) GDPR. It is particularly important for the nursery school to be aware of any allergies, intolerances or other circumstances affecting your child's health in order to be able to perform its tasks in the best interest of the child.



# Declaration of Consent

I consent to the automatic processing of the categories of personal data supplied in this form, namely the religious denomination and the health data, for supervision purposes according to the NÖ Kindergartengesetz (~Lower Austrian Nursery School Act).

I have been informed that this consent can be withdrawn at any time under [dsko@noel.gv.at](mailto:dsko@noel.gv.at) or by mail or personally with the Bürgerbüro (~Citizens' Office) with the Amt der Niederösterreichischen Landesregierung, Landhausplatz 1, 3109 St.Pölten. A copy of this document including information on data protection was handed over to the legal guardian(s).

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Given name, surname in block letters  
of data subject and/or legal guardian(s)

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Place, date, signature

The following information was brought to the attention of the legal guardian(s):

- ☐ "Mein Kind kommt in den Kindergarten" ("My child starts nursery school") - Brochure
- ☐ Parental council - Information
- ☐ Potassium Iodide Tablets - Information
- ☐ Apollonia 2020 – Dental Health Education - Information
- ☐ Eye Exam - Information
- ☐ Hearing Exam – Information

Data sheet completed and privacy information taken notice of

on:

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by:

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Signature of legal guardian(s)

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Signature of legal guardian(s)  
(in case of joint custody)