

LAING & BUISSON

Nursery Groups Data Set Field List & Notes

Data Sets

Nursery groups are available as a single data set:

- **53-Nursery Group Managing Directors/Chief Executives** set which comprises the managing directors/chief executives of all of the groups in the UK operating or managing three or more full time children's day nurseries (180 records)

This data set is usually supplied as a comma-separated text or txt file, and is sent as email attachments, or on a CD. Data can be supplied in other formats on request. For further details see Data Format & Supply below. Sample data is available by email on request.

Field List

The list of fields for the sets is given below together with other information about the data.

Field Name	Field Description & Notes
ID	Unique Record Number for each group which is included for identification purposes in dealing with any queries.
Nursery Group	Nursery Group Name. The records in the data set are sorted in alphabetical order by Name
Contact Name	Full name including title and first name (or initial), where known, of the senior manager for the group
Contact Title	Optional field. The title in the Contact Name
Contact First Name	Optional field. The first name (or initial) in the Contact Name
Contact Surname	Optional field. The surname in the Contact Name
Contact Salutation	Salutation using Contact Name, e.g. 'Dear Mrs Brown'
Contact Job Title	Job title of the senior manager entered in the Contact Name field. This is usually the managing director or chief executive, but in some cases this may be another senior manager
Address 1	First line of the address of the group
Address 2	Second line of the address of the setting, including placenames
Town	Town
County	County is a recognisable geographical area of the country made up of existing or former local government metropolitan counties, shire counties, and unitary authorities. Blank for certain major metropolitan areas ie. London, Belfast, Bristol, Edinburgh, Glasgow, and Manchester, which are treated as not being in a county. The County is not a required field for postal addresses
Postcode	
Tel No	Group telephone number (not for individual contacts)
Fax No	Group fax number (not for individual contacts)
Email	General email address (not for individual contacts)
Web Site	Group web site
Sector Code	indicates the ownership sector of the group ie. private (P) or voluntary (V)
Region Code	Code used to identify the region in which the unit is located using 13 standard regions of the UK. The regions and the codes are: <i>East Anglia (6), East Midlands (5), Greater London (8), North (1), North West (3), Northern Home Counties (7), Northern Ireland & Isle of Man (13),</i>

Scotland (12), South West (10), Southern Home Counties (9), Wales (11), West Midlands (4), Yorkshire & Humberside (2)

Data Format & Supply

Data sets are usually supplied as comma-separated text or TXT files (also known as ASCII files). Data can be provided on request in other formats such as CSV (comma-separated values/variables) or in Excel.

Data is sent as email attachments or on a PC-format CD. Field names are included as the first row of each file for data identification purposes.

The Sector Code and Region Code fields, as well the address fields can be used for selection purposes if required.

Note that the data in some fields is dependent on information provided by organisations and as such cannot be guaranteed as accurate.

Importing Data

If you have any difficulties in downloading the text file into your database or in using the data as a mail merge data source, our notes *Importing Data* are available in request.

Further Help

In order to make full use of our data, customers will need to be familiar with mail merge and database software. Although we may be able to suggest possible solutions to many of the difficulties that can arise in using data, customers are asked to consult their software manual before seeking help over installing and using our data.

Copyright and Use of Data

In order to protect the copyright on our data, it is a requirement of supply that a data licence agreement, which sets out the conditions of use of the data, is signed by customers. Any data supplied is for the use of the licensee only and not for resale to or for use by a third party or for use on a subscriber on-line system. Data is supplied on a 12 months lease from the date of the licence agreement and cannot be used after that period.

29 March 2006