

# Loughborough College Group

## *Privacy Notice – Radmoor Nursery*

### 1. Scope and Purpose

This privacy notice tells you about the information we process about you and your child whilst they are enrolled at Radmoor Childcare, and in some cases after they cease to attend. As a Data Controller, we process you and your child's data in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the EU GDPR as retained and amended in UK law - collectively referred to as the **Data Protection Legislation**. We are legally required to inform you about who we are, why we process your data, how we use it, and the rights you have regarding your personal information.

### 2. Policy/Procedure Statement

To meet its contractual, statutory, and managerial obligations, Radmoor Childcare (as part of Loughborough College Group) must process personal data relating to its children and their parents and/or guardian, including special category data as defined by Data Protection Legislation. This may include information on health, racial or ethnic origin. Additionally, the College Group may process data on criminal convictions and offences, which, while not classified as special category data, is subject to specific processing requirements under the Data Protection Legislation.

All such data will be processed in accordance with the provisions of the Data Protection Legislation and Loughborough College Group's Privacy and Personal Data Protection Policy, which may be amended from time to time. For the purposes of the Data Protection Legislation and this notice, the term 'processing' includes the initial collection of personal data, the holding and use of the data, as well as access, disclosure, through to final destruction. In certain circumstances, the provisions of the Data Protection Legislation and laws permit Loughborough College Group to process a child's personal data, and, in certain circumstances, special category, without their explicit consent. Further information on what data is collected and the purposes for which it is processed is given below in this notice.

The Data Protection Officer (DPO) is responsible for ensuring that this notice is made available to data subjects prior to Loughborough College Group collecting/processing their personal data.

Loughborough College Group staff who interact with data subjects are responsible for ensuring that this notice is drawn to the data subject's attention and their consent to the processing of their data is secured.

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Document Reference:	DP-PCG-017		Last Review:	August 2025
Version:	1.0		Next Review:	August 2026
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### 3. Impact Assessments

- 3.1. This policy/procedure has been assessed for its impact on equal opportunities and will be informed by the aim to eliminate all forms of discrimination in all strands of the equal opportunities' legislation.
- 3.2. This policy/procedure has been assessed for potential risk on data subjects due to the processing of personally identifiable information. All processing has been reviewed and is in line with all current Data protection laws and appropriate safeguards implemented to ensure that the policy has privacy by design as its underlying approach.
- 3.3. This policy has been impact assessed where appropriate for Safeguarding, Health and Safety and Sustainability Factors to ensure that all potential risks are identified and mitigated, and that the policy supports a safe, inclusive, and environmentally responsible learning and working environment.

### 4. Privacy Notice

#### 4.1. Who We Are

Radmoor Childcare comprises of a 60-place full Day Care Nursery, caring for children aged three months up to five years of age. Three Out of Schools Clubs, a Morning Club, and a Holiday Club. Radmoor Childcare is a trading name of Loughborough College. Our address is Radmoor Childcare, Radmoor Road, Loughborough, Leicestershire, LE11 3BT. You can contact us by post at the above address, by email at [nurseryenquiries@loucoll.ac.uk](mailto:nurseryenquiries@loucoll.ac.uk) or by telephone on 01509 515456.

We are required to have a Data Protection Officer, so any enquiries about our use of your personal data should be addressed to the Data Protection Officer at [dpo@loucoll.ac.uk](mailto:dpo@loucoll.ac.uk) or by using the address or telephone number above.

#### 4.2. What is Personal Data

Under the Data Protection Legislation, personal data is defined as:

“any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person”.

#### 4.3. How We Collect Your Information

We may collect your personal data in a number of ways, for example:

- From the information you provide to us when you first enquire about our facilities, for example when you set up a visit to view the provision.

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- When you apply for your child to register with Radmoor Childcare and complete registration forms and when you complete other admissions processes and procedures.
- When you communicate with us by telephone, email or via our website, for example in order to make enquiries or raise concerns.
- In various other ways as you interact with us during the time your child is at Radmoor Childcare, for the various purposes set out below.
- From third parties, for example from your previous or current Childcare, and agencies that help provide agreed support.

#### 4.4. The Types of Information We Collect

We may collect the following types of personal data about you:

- Your name, and contact information such as address, email address and telephone number, as well as your date of birth, national insurance number (or other tax identification number) We will also collect information that is relevant to the safeguarding of your child.
- Information relating to your child's early years history including other nurseries and establishments they have attended Information about your family or personal circumstances, and both academic and extracurricular interests, for example where this is relevant to the assessment of your suitability to receive a bursary or in order to provide you with appropriate pastoral care;
- Information to support your child's learning, health and wellbeing whilst attending the Radmoor Childcare facilities:
  - To monitor and report on your child's progress
  - To provide appropriate pastoral care
  - To assess the quality of our service
  - To safeguard children
  - Attendance information – e.g. number of absences and absence reasons
  - Relevant medical information
  - Information relating to SEND
  - Information about your family or personal circumstances to support your child's development.
  - sensitive personal data and information about your child concerning their health and medical conditions (e.g. disability and dietary needs)
- Special category data

#### 4.5. How We Use Information About Our Children

The purposes for which we may use personal data (including special category data) we collect about you and your child during their association with us include:

- registration and admissions;

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- Early Learning matters, including:
- the provision of our core learning, play and services (e.g. assessment, attendance, managing, recording and monitoring progress)
- maintaining child records;
- non-academic matters in support of our core services, including:
- providing child support services (e.g. through medical, health and wellbeing, and nutrition)
- monitoring equal opportunities;
- safeguarding and promoting the welfare of children;
- ensuring child safety and security;
- managing car parking, identification and drop off and collection
- administering finance
- meeting our legal reporting obligations (e.g. Government Departments)
- other administrative purposes, including:
  - carrying out research and statistical analysis;
  - carrying out audits (e.g. to ensure compliance with our regulatory and legal obligations);
  - providing operational information (e.g. providing information about access restrictions to Nursery, weather advice, or safety advice);
  - promoting our services (e.g. providing information about summer schools, after school clubs, or other events happening on and off site);
  - preventing and detecting crime;
  - dealing with enquiries.

#### 4.6. Childcare Newsletters/Information

Personal data such as your child's name and photograph may be published in the Childcare Newsletters. This information will also be passed to third parties (including our local paper). All published details will be available on our archive and our website following the events.

On registration you may withhold your consent to your child's name being published for these purposes by contacting [dpo@loucoll.ac.uk](mailto:dpo@loucoll.ac.uk). Consent permissions may be given or withheld at any time.

#### 4.7. The Basis for Processing Your Information and How We Use It

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We may process you and your child's personal data because it is necessary for the performance of a contract with you or in order to take steps at your request prior to entering into a contract. In this respect, we use your personal data for the following:

- to interact with you before your child is registered, as part of the admissions process (e.g. to send you a prospectus or answer enquiries about our Childcare provisions);
- once your child has registered, to provide you with the services as set out in our Parent Agreement
- to deal with any concerns or feedback you may have
- for any other purpose for which you provide us with your child's personal data

We may also process your own or your child's personal data because it is necessary for the performance of our tasks carried out in the public or because it is necessary for our or a third party's legitimate interest. In this respect, we may use your own or your child's personal data for the following:

- To provide your child with quality Early Learning opportunities which is our ethos and reflects our policies
- To monitor and evaluate the performance and effectiveness of the Childcare, including the training and ongoing CPD of our staff together with regular appraisals
- To maintain and improve the academic, corporate, financial, estate and human resource promote equality and diversity throughout the Childcare facilities
- to seek advice on our rights and obligations, such as where we require our own legal advice
- recovering money you owe to us
- for fundraising purposes

We may also process your personal data for our compliance with our legal obligations. In this respect, we may use your own or your child's personal data for the following:

- To meet our compliance and regulatory obligations, such as compliance with anti-money laundering laws and safeguarding requirements
- For the prevention and detection of crime
- in order to assist with investigations (including criminal investigations) carried out by the police and other competent authorities

We may also process your own or your child's personal data where:

- Is necessary for medical purposes (e.g. medical diagnosis, provision of health or social care or treatment, or a contract with a health professional);
- It is necessary to protect you or another person's vital interests; or
- We have your specific or, where necessary, explicit consent to do so.

#### 4.8. Sharing Information with Others

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For the purposes referred to in this privacy notice and relying on the bases for processing as set out above, we may share your own or your child's personal data with certain third parties. You are given the opportunity to opt out of some of these data sharing arrangements, for example when your child registers with us, but you should carefully consider the possible impact of doing this. Unless an opt-out is in place, we may disclose limited personal data to a variety of recipients including:

- Our employees, agents and contractors where there is a legitimate reason for their receiving the information, including internal and external auditors
- Government departments and agencies where we have a statutory obligation to provide information (e.g., the Home Office (in connection with UK visas and immigration), Council Tax and Electoral Registration Officers at relevant local authorities (for the purpose of assessing liability for Council Tax and for electoral registration purposes);
- We are required by law, to provide information about our children to the Local Authority as part of statutory data collections such as the Early Years' census. Some of this information is then stored in the National Child Database (NPD). The law that allows this is the Education (Information about Individual Children) (England) Regulations 2013.
- Crime prevention or detection agencies (e.g. the police, the Department for Work and Pensions and Trading Standards);
- Parents, guardians, and next-of-kin (where there is a legitimate reason for disclosure);
- Third parties conducting surveys.

Note that to be granted access to children's information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

Radmoor Childcare, as part of Loughborough College Group has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether Radmoor Childcare releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- Who is requesting the data;
- The purpose for which it is required;
- The level and sensitivity of data requested; and
- The arrangements in place to store and handle the data.

#### 4.9. International Data Transfers

Some of the personal data we process about you or your child will be transferred to, and stored at, a destination outside the United Kingdom and/or European Economic Area (EEA). This may occur where it is processed by staff operating outside of these areas who work for us or for one of our suppliers, or where personal data is processed by one of our suppliers who is based outside the UK or the EEA or who uses storage facilities outside these regions.

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In these circumstances, personal data will only be transferred on one of the following bases:

- where the transfer is subject to one or more of the "appropriate safeguards" for international transfers prescribed by applicable law;
- a decision of the UK government or European Commission provides that the country or territory to which the transfer is made ensures an adequate level of protection; or
- there exists another situation where the transfer is permitted under applicable law (e.g. where we have your explicit consent).

#### 4.10.Changes to Your Personal Data

Please tell us promptly about any changes to the information we hold about you and/or your child. This is particularly important for your contact details. Some details can only be changed by you in person, however we can advise further if you call into Radmoor Childcare reception, or email [Childcare@loucoll.ac.uk](mailto:Childcare@loucoll.ac.uk).

### 5. Accuracy of Data

Radmoor Childcare is required to take reasonable steps to ensure that any personal data it processes is accurate and up-to-date. It is the responsibility of the individual parent/guardian to inform the Radmoor Childcare of any changes to the personal data that they have supplied to it during the course of their child's time at the provision by emailing [Childcare@loucoll.ac.uk](mailto:Childcare@loucoll.ac.uk).

### 6. Retention Period

Radmoor Childcare will store the personal data for 30 years once your child has ceased to be an attendee. The retention period for different classifications of personal data has been established in line with information management guidelines.

Please refer to Records Retention and Protection Policy for more information on retention periods.

### 7. Individual Rights

Under Data Protection Legislation, you have the right to request access to information about you or your child that we hold. At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- *Right to be informed* - under transparency requirements in the new laws, you are informed about the collection and use of personal data
- *Right of access* – you have the right to request a copy of the information that we hold about you
- *Right of rectification* - you have a right to correct data that we hold about you that is inaccurate or incomplete.
- *Right to erasure* - in certain circumstances you can ask for the data we hold about you to be

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erased from our records

- *Right to restrict processing* - where certain conditions apply to have a right to restrict the processing of personal data
- *Right to data portability* - you have the right to have the data we hold about you transferred to another organisation
- *Right to object* - you have the right to object to certain types of processing such as direct marketing
- *Rights in relation to automated decision making and profiling* - you also have the right to be subject to the legal effects of automated processing or profiling

## 8. Requesting Access to Your Personal Data

To make a request for your personal information, contact the Data Protection Officer at [dpo@loucoll.ac.uk](mailto:dpo@loucoll.ac.uk).

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> or write to them at:

Information Commissioner's Office  
 Wycliffe House  
 Water Lane  
 Wilmslow  
 Cheshire  
 SK9 5AF

## 9. Further Information

If you would like to discuss anything in this privacy notice, please contact: Data Protection Officer at [dpo@loucoll.ac.uk](mailto:dpo@loucoll.ac.uk) or the data protection advisor at [dataprotection@Loucoll.ac.uk](mailto:dataprotection@Loucoll.ac.uk).

## 10. Location and Access to the Policy/Procedure

This document can be found on:

- The Loughborough College Group's Website
- The Loughborough College Group's SharePoint

## 11. Linked Policies and Procedures

- Privacy and Personal Data Protection Policy.
- Records Retention and Protection Policy.

## 12. Change Log

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Date	Version	Details of change	Review / Revision by	
			Name	Title

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