

POLICY / PROCEDURE TITLE		DATE OF APPROVAL
Newcastle College Day Nursery Privacy Notice		April 2025
APPROVED BY	VERSION NO.	VALID UNTIL
Executive Board	2	April 2028

OWNER	Director of Business Assurance & Risk		
GROUP EXECUTIVE LEAD	Chief Finance Officer		
DOCUMENT TYPE	Policy <input type="checkbox"/>	Group Procedure <input type="checkbox"/>	Local Procedure <input checked="" type="checkbox"/>
PURPOSE	This privacy notice describes how we collect and use Parent/Guardian and their children’s data before, during and after enrolling at Newcastle College Day Nursery. This notice states the type of personal information which we collect, how we collect and process that information, who we share it with in relation to the services that we provide, as well as data subject rights under the UK General Data Protection Regulations (UK GDPR) and the Data Protection Act 2018.		
APPLICABLE TO	All prospective, current, and former NCG nursery users.		
EQUALITY ANALYSIS COMPLETED [POLICIES ONLY]	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
KEY THINGS TO KNOW ABOUT THIS POLICY	This notice contains information about who we are and how to contact us in relation to personal data. The notice is designed to comply with relevant legislation including the Data Protection Act 2018 and the UK General Data Protection Regulation GDPR.		
EXPECTED OUTCOME	Readers are expected to understand the organisational position on the privacy notice, know their responsibilities in relation to the procedure and comply with the terms.		

MISCELLANEOUS	
LINKED DOCUMENTS	<ul style="list-style-type: none"> • NCG Data Protection Policy • NCG Special Category Data and Criminal Convictions Data Policy • NCG Records Management Policy • NCG IT Acceptable Use Policy
KEYWORDS	<ul style="list-style-type: none"> • UK General Data Protection Regulations (UK GDPR) • Data Protection Act 2018 • Personal Data

1. GENERAL POLICY STATEMENT

This privacy notice describes how we collect and use your and your child's personal data before, during and after enrolling at Newcastle College Day Nursery. This notice states the type of personal information which we collect, how we collect and process that information, who we share it with in relation to the services that we provide, as well as your and your child's rights under the UK General Data Protection Regulations (UK GDPR) and the Data Protection Act 2018.

This notice also contains information about who we are and how to contact us in relation to your and your child's personal data. This notice can be updated at any time, and we will inform you if this occurs.

2. DATA CONTROLLER

NCG is a registered data controller with the Information Commissioner's Office (ICO) with the registration number Z6977454. This means that we are responsible for how we hold and use your personal data.

NCG and the colleges that it consists of (referred to collectively as "NCG" or "we" or "our") are responsible for your personal data. NCG is made up of the following colleges (in addition to its Professional Services departments):

- Carlisle College
- Kidderminster College
- Lewisham College
- Newcastle College
- Newcastle Sixth Form College
- Southwark College
- West Lancashire College

Our registered head office address with the ICO is:

NCG
Rye Hill House
Scotswood Road
Newcastle Upon Tyne
NE4 7SA

3. KEY DEFINITIONS

‘Personal data’ means 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.

‘Processing’ means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

4. THE TYPES OF DATA WE HOLD

We process one or more of the following personal data about prospective, current, and past pupils, and their parents/ guardian, emergency contact/ next of kin and professionals including health visitors, social workers and doctors and any other individuals connected to or visiting Newcastle College Day Nursery:

- Identifiers – including name, date of birth / age, nationality, legal sex, preferred gender (if applicable), ethnicity, photographs, spoken language and family details.
- Contact details – including home address, telephone and mobile number and e-mail address.
- Learning support requirements including personal data pertaining to any health and/or learning difficulties and/or disabilities, if applicable
- Safeguarding referrals or investigation details where applicable.
- Financial details – including, fee receipts, outstanding debts, details of any grants, bursaries or loans received (i.e. loan reference numbers), if applicable.
- Medical and health information – including information relating to allergies, and medication if applicable.
- Images, audio, and video recordings including CCTV.
- Records of your correspondence with NCG or with its colleges.

- Records of your attendance at an event hosted by NCG or its colleges.
- Multi agency work – including speech and language therapists and referral.
- Accident/ incident records.
- Pupil attendance records.

It is the responsibility of parents and/or guardians to inform NCG of any changes to their or pupil's personal data. We may process other information, expressions of opinion or other recorded information that identifies or relates to you. This list is not exhaustive and there may be other categories of data not listed which may be required to properly perform our contractual obligations to you.

5. SPECIAL CATEGORY DATA AND CRIMINAL CONVICTION DATA

Some of your personal data is recognised under the UK GDPR as special category data which is data that reveals any of the following:

- Racial or ethnic origin.
- Political opinions.
- Religion.
- Philosophical beliefs.
- Trade union membership.
- Sexual orientation.
- Health.
- The processing of genetic data.
- The processing of biometric data.

NCG will only process special category data and data that reveals information about criminal convictions where you have provided explicit consent, or where there is a lawful reason to do so.

The NCG Special Category Data and Criminal Convictions Data Policy explains our obligations to process special category data and is available on our website and can be made available upon request.

NCG is likely to process the following types of special category data:

- Ethnicity (captured as part of our standard enrolment process).
- Religion (captured as part of our standard enrolment process).
- Health (where your child may require additional support).

6. HOW WE OBTAIN PERSONAL DATA

Most of the personal data that is processed by NCG is provided directly by the pupil's parent/ guardian for one or more of the following reasons:

- You have subscribed to marketing communications from us.
- You have submitted an enquiry or complaint to us.
- You have signed up or attended an event at one of our colleges.
- You have applied to enrol your child at the Nursery.
- Your child is currently or has previously enrolled at the Nursery.

We may occasionally receive your personal data indirectly from the following sources:

- The Local Authority.
- The Police and other Government agencies (including funding authorities such as the DFE).

7. WHY WE PROCESS PERSONAL DATA

NCG processes your personal data for the following purposes:

- To respond to your enquiries.
- To process your application.
- To enrol your child at the Nursery.
- For marketing purposes and event registration.
- To maintain accurate and up-to-date contact details (including details of who to contact in the event of an emergency and contact details for parent/ guardian/ next of kin. We will assume you have checked with the relevant individuals prior to providing us with these details).
- To communicate with you (such as by email, post, SMS, and telephone).
- To identify issues and provide support for mental and physical health issues.
- To provide educational and support services including additional learning support and pastoral care.
- To maintain a record of attendance at Nursery as well as a record of personal care administered by Nursery staff including teeth cleaning, nappy changes, medication and sun cream application.
- To send you information that you have requested.

- To administer financial aspects including fees and eligibility for bursary support.
- To monitor progress.
- To personalise our support to meet individual needs.
- For our own internal records so that we can provide you with a high-quality service.
- For business management and planning e.g. data reporting to stakeholders and providing information for accounting and auditing purposes.
- To ensure security on our premises and for the prevention and detection of crime such as using CCTV or attaching photos to ID cards.
- For our statutory reporting and statistical research purposes.
- To monitor equal opportunities.
- To process complaints.
- To deal with legal disputes involving you, your dependent, or other employees, workers, and contractors, including accidents at work.
- To respond to and defend against legal claims.
- To keep you safe from potential harm.
- To prevent fraud.
- To ensure the appropriate safeguards are in place to protect our employees, learners, and other customers of NCG.

To meet our legal and statutory duties and responsibilities. This is not an exhaustive list and there may be other purposes not listed which are compatible with the original purpose for which your data is collated.

Data protection legislation requires NCG to have a lawful basis to process your personal data and the lawful bases that we rely on include:

- **Consent** – When you send an enquiry or subscribe to receive marketing information from us.
- **Contract** – When your child enrolls at the Nursery, you enter into a contractual agreement. If you choose to use services such as learning or pastoral support this would also fall under your contractual agreement.
- **Public Task** – NCG is an educational institution receiving public funding. As part of our public task, we are required to use your personal data for statistical analysis and research purposes as well as share your personal data with a

range of different organisations, public sector agencies and government bodies. Some of this processing will involve sharing your contact details with organisations who will ask you to complete surveys.

- **Legal Obligation** – NCG are governed by certain legislation, regulations and standards that may require us to retain your personal data as well as share it with a range of different organisations and public sector agencies or government bodies.
- **Legitimate Interest** – We may process your personal data if it is necessary for our legitimate interests, and you would expect us to hold and use this data.
- **Vital Interest** – In an emergency we may be required to share your personal details with Emergency Services or Local Authorities.

When signing an enrolment booklet, you agree to you and your child's personal data being processed in accordance with this privacy notice.

8. WHEN WILL WE SHARE PERSONAL DATA

Third Parties and Service Providers

We may share your information with third parties who provide services to us, or directly to you on our behalf. These organisations are known as data processors. We have contracts in place with our data processors to safeguard your personal data and to ensure that they do not do anything with your personal data unless we have explicitly instructed them to do so.

Our data processors will not share your personal data with any organisation apart from us without our consent, and they will ensure it is stored securely for the period that we instruct.

As an education institution receiving public funding, we are also required to share your personal data with a range of different organisations, public sector agencies and government bodies including, but not limited to:

- Department for Education (DfE)
- Ofsted
- Department of Health (DH)/Primary Care Trusts (PCT)
- Student Loans Company
- Student Bursary Support Service (process data on behalf of the DfE)

Debt Recovery

When you enrol your child at the Nursery you enter into an agreement with NCG and are responsible for the payment of any fees due. Therefore, if necessary, we may transfer your personal data to an agent for the purposes of debt collection.

UK Agencies

Data protection laws allow NCG to disclose your personal data to relevant bodies without your consent relating to the prevention/detection of crime, the apprehension and prosecution of offenders, the protection of an individual's vital interests/welfare or safeguarding national security. Non-exhaustive examples include benefit or tax inspectors, the Police, UK Visas, and Immigration (UKVI) and the Foreign and Commonwealth Office (FCO).

Local authority or multi-agency professionals

A range of local authority or multi-agency professionals may be provided with information regarding your dependent's health, development, safety, and education. These include:

- Health visitors
- Social workers
- School teachers
- Schools for progression into the next stage of education
- Speech and language therapists
- Inclusion workers
- Special Education Needs (SEN) support workers
- Family support workers
- Educational psychologists

Marketing

At no time will your personal data be sold to other organisations for marketing or sales purposes.

DfE Privacy Notice

The DfE require that we provide you with their privacy notice. You can also use the link below for the most current version.

[Privacy information: early years foundation stage to key stage 3 - GOV.UK](#)

9. TRANSFERRING PERSONAL DATA OUTSIDE OF THE EUROPEAN ECONOMIC AREA (EEA)

NCG do not routinely transfer your personal data outside of the EEA. However, on rare occasions, some organisations that process data on our behalf may store data in cloud services outside of the EEA. These transfers will only be made to services hosted in countries with which there are appropriate safeguards.

10. HOW WE STORE PERSONAL DATA

Your information is securely stored by both NCG as your data controller and our data processors whom we have agreements in place with to safeguard your personal data.

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

The period we will store your personal data for is outlined within our Document Retention Schedule which can be accessed on our website and [here](#). Further details regarding how we manage our records at NCG including how we dispose your information is detailed within our Record Management Policy which can be accessed on our website and [here](#).

11. YOUR RIGHTS

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Access your Information

UK GDPR grants you the right to contact us to request details concerning the

personal information we hold about you, why we have that information, who has access to the information and where we got the information.

You can submit a subject access request to obtain access to your personal data that we hold by sending your request to DPO@ncgrp.co.uk. Once we have received your request, we will respond within one calendar month unless we need to extend that period owing to the complexity of your request (to a maximum of three calendar months in total).

Rectifying Data

If the data we hold about you is out of date, incomplete or incorrect, you can inform us, and we will ensure that it is updated.

Erasing Data

If you feel that we should no longer be using your data or that we are illegally using your data, you can request that we erase the data we hold. When we receive your request, we will confirm whether the data has been deleted or tell you the reason it cannot be deleted.

Restricting Processing

In certain circumstances, you have the right to request that NCG stops processing your data. Upon receiving the request, we will contact you to tell you if we are able to comply or if we have legitimate grounds to continue. If the data is no longer processed, we may continue to hold your data to comply with your other rights.

Data Portability

You have the right to request that we transfer your data to another organisation or to receive a copy of your data in a familiar format. Once we have received your request, we will comply where it is feasible to do so.

Object to Direct Marketing

All communication with you, including in relation to updates to this privacy notice, will be made via the preferred method of communication that you have registered with us.

If, at any stage, you are concerned about the content (e.g. unwanted marketing),

frequency or method of these communications, you can notify us of your decision at any time.

The Right to Object to Automated Decision Making / Profiling

You have the right not to be subject to automated decision making (making a decision solely based on automated means without any human involvement) and profiling (automated processing of personal data to evaluate certain things about the individual). NCG do not currently conduct any automated decision making or profiling.

Withdrawing Consent

In instances where we need your consent to process your information, we will ask you to make a positive indication e.g. to tick a box or insert your contact details on the relevant form or web page. By actively providing us with your consent, you are stating that you have been informed of the type of personal information that will be processed, the reasons for such processing, how it will be used, for how long it will be kept, who else will have access to it and what your rights are as a data subject and that you have read and understood this privacy policy.

Where processing is based on consent, you have the right to withdraw consent at any time, and you can request this by speaking to a member of staff or contacting our Data Protection Officer at the contact details below.

12. COMPLAINTS TO THE INFORMATION COMMISSIONER'S (ICO)

Should you be dissatisfied with our processing of your personal data, you have the right to complain to the ICO. For more information, please see the ICO's website: <https://ico.org.uk>

13. NCG'S DATA PROTECTION OFFICER

If you would like to exercise any of the rights above, have any questions that you feel have not been covered by this privacy notice, or if you have concerns or a complaint in relation to NCG's processing of your personal data, please do not hesitate to contact us by email (dpo@ncgrp.co.uk) or in writing to:

Data Protection Officer (NCG)
Rye Hill House Scotswood Road
Newcastle Upon Tyne
NE4 7SA

Copies of this privacy notice in alternative formats are available upon request.

14. **STATEMENT ON IMPLEMENTATION**

Upon approval, this procedure will be uploaded to the policy portal and communicated to staff via The Business Round-Up.

15. **STATEMENT ON CONSULTATION**

This document has been reviewed by the Risk and Assurance team and members of the Policy Review Council.

VERSION CONTROL				
Version No.	Documentation Section/Page No.	Description of Change and Rationale	Author/Reviewer	Date Revised
1		New document		
2		The notice has been reviewed to ensure it complies with the ICO guidelines. Minor amendments.	Director of Business Assurance and Risk	April 2025