

# Holiday Activities and Food Programme Privacy Notice

version v1.0

## Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on this web page. This Notice was last updated on 8 July 2021.

This privacy notice provides information about how we use the data that you provide to us when booking on the Holiday Activities and Food (HAF) Programme provided by Worcestershire County Council and Worcestershire Children First and should be read in addition to our [Full Privacy Notice](#).

The privacy notice will cover:

- [Purpose for processing](#)
- [Personal information collected and lawful basis](#)
- [Who we may share your information with](#)
- [How long we will hold your information](#)
- [Your information rights](#)

## Purpose for processing

We collect and process information relating to you, your child or children, or your organisation's participation in the HAF Programme. This information will be used for the following purposes:

- Self-service booking of children and young people onto activities that are running across Worcestershire as part of the HAF programme. This enables your children to attend the selected session, receive an appropriate meal, and that the provider can be made aware of any medical conditions or allergies to keep children safe and well.
- Provide an account facility for you to make and track multiple bookings onto activities
- Enable your organisation to support and participate in the programme, including applying for funding to run activities
- Help us to develop and improve our services
- Complete statistical returns and reports on the HAF programme in Worcestershire to the Department for Education (DfE)

## Personal information collected and lawful basis

The programme processes personal information to deliver the holiday activities which is relevant to individual bookings and children which may include, but is not limited to, the following personal data:

- Your name
- Your address

- Your contact details
- Name and ages of children taking part in activities
- Ethnic origin (for equality monitoring purposes only)
- School attended by the children
- Free School Meal eligibility
- SEND information and young carer information
- Information about other family members including siblings, parents, carers

We may also process some special category (sensitive) information, which is relevant to individual children and may include some of the following but is not limited to:

- Any special dietary requirements, medical conditions, health needs, or allergies of children attending activities

The legal basis for processing this personal data is:

- necessary for the performance of a task carried out in the public interest or in the exercise of our official authority

The special category condition for processing is:

- Explicit consent given on the booking form for this data to be used for the purposes detailed in this privacy notice

## **Who we may share your information with**

We may need to share the personal information you have given to us or we've collected about you with partner organisations where relevant to the individual and/or their care provision. These include but are not limited to:

- Sutton Court, who are administering and coordinating the programme on our behalf
- Co-ordinate Sport SAAS, who provide our online booking system
- Department of Education, who are providing the grant funding for the programme
- Relevant provider of the activity or activities booked, these providers include:
  - 360 Play Redditch
  - Active Training & Education
  - Active Youth Outreach Services
  - Chaddesley Corbett Endowed Primary School
  - Droitwich CVS- Moving Forward
  - Evesham Adventure Playground
  - Freedom Leisure - Perdiswell Leisure Centre
  - Funzone Ltd
  - Gloverspiece Minifarm and School
  - Grimley & Holt C of E Primary School
  - Holy Redeemer
  - KA Kits Academy CIC Ltd
  - Kingsleighs Equine Education Centre
  - Little Oaks Preschool/Big Oaks Summer Club
  - Lyppard Grange Primary School
  - Northleigh CE Primary School
  - Offmore Primary School
  - Outside Youth Association
  - Pershore Riverside Youth Centre
  - Redditch Borough Council
  - Rooftop Group
  - RSA Arrow Vale Academy Youth Centre

- St Barnabas CE Primary
- Stuart Brooks Health & Fitness
- Sunflowers Holiday Club
- The Bug Club
- The Commandery
- The World Outside
- Upton upon Severn CofE
- WCC Adult Learning
- Witley Wrap
- Wolverley CE Secondary School
- Worcester Community Trust
- Worcester Live Charitable Trust
- YMCA Tenbury, Kidderminster & Trinity
- YMCA Worcestershire Malvern & Redditch

Information will only ever be shared when it is strictly necessary to help us provide effective services and you may have the right to refuse. We will not pass it onto any other parties unless required to do so by law or in all reasonable circumstances the disclosure is fair and warranted for the purposes of processing or subject to a data protection exemption.

We have specific data sharing agreements in place with local agencies and sometimes the law requires that we may have to pass your details on to a third party, for example, to prevent crime.

## How long we will hold your information

We will keep your data until the end of the HAF programme including the monitoring requirements we have to undertake for the Department for Education. More information about our retention periods can be found in our [summary Disposal Schedule](#).

Please note stated retention periods may be subject to any legal holds imposed under the Inquiries Act 2005 that may concern the information and override standard retention periods.

## Your information rights

You are entitled to a copy, or a description, of the personal data we hold that relates to you, subject to lawful restrictions. Please go to our [Make a Data Protection Request webpage](#) to find out how to make a request.

You may be entitled to rectification, restriction, objection, and erasure of your personal information depending on the service and legal basis. Please in the first instance contact [dataprotection@worcestershire.gov.uk](mailto:dataprotection@worcestershire.gov.uk) to exercise these Information Rights or call the main Worcestershire County Council contact telephone number of **01905 765765**.

Please see our overarching Privacy Notice (<http://www.worcestershire.gov.uk/privacy>) for further information about our processing, contact details and information about how to make a complaint about your information rights.