

PRIVACY NOTICE Holiday Activities (HAF) July 2021 V1

Who is the Data Controller for the information I provide?

Halton Borough Council collects, uses and is responsible for certain personal information about you and is the Data Controller for the personal information you provide under Data Protection law.

Why do we collect and hold information about you?

Halton Borough Council and its partner organisations are working closely to delivery Holiday Activities for children funded by Edsential on behalf of the Department for Education. Halton will collect information through a registration form to determine whether the child qualifies for activities; to support the delivery of activities by being aware of any relevant special educational or disability needs of your child, and to promote and maintain service delivery. We may also use the contact details you give us to contact you via phone, email and post so that we can communicate with you effectively about your child.

What legal basis allows you to use my information?

The legal basis for processing personal information that we collect about you and your child is 'Consent' which we will ask for through a registration or booking form so that we can deliver a service to your child, this may include health information and consent to take images of your child engaging in Holiday Activities to post on social media.

The condition which permits us to process special category data (health data) is Article 9(2)(a) 'Explicit Consent'.

Do I have to provide this information and what will happen if I don't?

If you do not provide the required information we will not be able to provide the activities for your child or children as we will not have sufficient information about them.

Who will my information be shared with?

The application form will be shared with the delivery organisations as named in the application form to assist them in planning and promoting the activity sessions, and to contact you via phone or email if they need to communicate with you about your child. For more information about how they use your information please refer to:-

<https://www.evertoninthecommunity.org/about/privacy-policy/>

<https://www.sportworks ltd.co.uk/privacy-policy/>

<https://makocreative.org/privacy-policy/>

Edsential as the funding organisation have requested certain information to track the success of the programme:- date of birth, gender, eligible for free school meals, SEND, postcode and ethnicity, and where consent is provided photographs to promote the activities. For more information about this and how they use this data please refer to the Edsential Data Privacy Statement <https://edsential.com/wp-content/uploads/2020/11/Data-Privacy-Statement-9.4.19-2.pdf>.

How long will you keep this information for and why?

Electronic Data records of your application form and paper records will not be required following delivery of the activities and will be deleted and disposed of securely within 3 months of the activity taking place. Information such as accident or injury records will be kept in line with statutory retention periods. A limited and reasonable amount of information will be kept for archiving purposes, for example if you have not given consent for photographs we will need to keep a record of the fact in order to fulfil your wishes (called a "suppression record").

How will my information be stored?

Personal data will be kept strictly confidential and only accessed by the named staff who need it. It will be stored on Halton Borough Council's system in a secure extranet site and access to the site is by 2 factor authentication.

Will this information be used to take automated decisions about me?

No

Will my data be transferred abroad and why?

No

What rights do I have when it comes to my data?

Under the Data Protection Act 2018 (General Data Protection Regulation), you have the following rights:-

1. **Right to be informed** – through this Privacy Notice
2. **Right to rectification** – you have the right to have personal data rectified if it is inaccurate or incomplete.
3. **Right to erasure** – you have the right to have personal data erased and to prevent processing however the right to erasure does not apply in some circumstances.
4. **Right to restrict processing** – you have the right to block or suppress processing of your data, however this right does not apply in some circumstances.
5. **Right to data portability** – you have the right to obtain and reuse your data for your own purposes (copy or transfer personal data to another environment) in certain circumstances
6. **Right to object to processing** (to certain types of processing only)
7. **Rights related to automated decision making and profiling.**
8. **Right of Access** - you have the right under the Data Protection Act 1998 (General Data Protection Regulation 2018) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access. To request a copy of your data or ask questions about how it is used download a copy of our form from <https://www4.halton.gov.uk/Pages/councildemocracy/Data-Protection.aspx> and send it to Information Governance Service, Halton Borough Council, Service Improvement Division, Municipal Building, Widnes, WA8 7QF. Or email informationgovernanceservice@halton.gov.uk

Who can I complain to if I am unhappy about how my data is used?

You can complain directly to the Council's Data Protection Officer by writing to: Data Protection Officer, Information Governance Service, Halton Borough Council, Municipal Building, Widnes WA8 7QF or by email to informationgovernanceservice@halton.gov.uk

You also have the right to complain to the Information Commissioner's Office using the following details: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Telephone: 08456 30 60 60 or 01625 54 57 45. Website: www.ico.org.uk

CONSENT SECTION -

You have the right to withdraw consent at anytime by emailing SENDContracts@halton.gov.uk and asking for this to be withdrawn.