



## **Privacy Notice – Holiday Activities and Food Programme (HAF)**

### **Who Will Be Responsible For My Data Once It Is Collected?**

Warrington Borough Council will be responsible for the data once it is collected.

### **Why Do You Need My Information?**

Warrington Borough Council and its partner organisations are working closely to ensure that services are more joined up. To help us do this, we collect and obtain your personal information for the following purpose(s):

- Department for education have requested specific data to be collected to support and identify areas of need to allow the offer of Holiday activities and food programme across Warrington.
- to identify children, young people and families who are eligible for help and support;
- to understand and meet the needs of children, young people and families;
- to ensure services across a range of organisations are coordinated and focussed on children, young people families with the most pressing and complex needs; and
- to participate in local and national research to assess how well the services are working in delivering better long term outcomes for children, young people and families and in making services more effective. This support can include the signposting to other agencies and/or referral to children's social care

### **What Allows You To Use My Information?**

We collect and use your personal information to comply with our legal obligations, and to carry out tasks in the public interest as defined in Article 6 of the General Data Protection Regulation (GDPR). Special category data is processed under the provision of health and social care treatment and management as defined in Article 9(2) of the GDPR. The Data Protection Act 2018 provides a lawful basis to process criminal offence data, as defined in Article 10 of the GDPR. The local authority will collect the personal data under the public task basis to improve services for families.

### **What Type of Information Will Be Processed?**

In order to process applications for participation in Holiday activities and food clubs the following information is collected:

- Parent/Carers name and contact details
- Childs' name
- Childs' date of birth
- Childs' school
- Childs' gender
- If your child is free school meals
- If your child is on the SEND register

- address where the child ordinarily lives;
- If your child requires medication
- If your child has any allergies
- Childs' ethnicity

## Who Will My Information Be Shared With?

Department for Education have requested certain information for research purposes to explore if the Holiday Activities program is successful. They have currently requested;

- Childs' date of birth
- Childs' gender
- If your child is free school meals
- If your child is on the SEND register
- Postcode of your child/children's address.
- Childs' ethnicity

The information will also be shared with providers/clubs who will be caring for your child to ensure they are meeting your child/children's needs.

## Do I Have To Provide This Information And What Will Happen If I Don't?

If you do not provide the required information it will be not be possible for your child/children to participate in the Holiday Activities programme; this is due to the department for education funding this service and Warrington borough council need to ensure that children who are eligible are accessing this fairly.

## How Long Will You Keep This Data For And Why?

The information provided for the processes outlined above are retained in line with the Council's Retention Policy and Schedule.

## How Will My Information Be Stored?

The information will be stored on a secure database held by Warrington Borough Council.

## What Rights Do I Have When It Comes To My Data?

Under the Data Protection Act 2018 (General Data Protection Regulation), you might have more rights about what happens with your data.

As different rights apply in different situations each request will be assessed on a case by case basis.

1. **Right of Access (formerly Subject Access Request)** - you have the right under the Data Protection Act 2018 (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, please look at our [webpages on Requests for Information](#).

2. **Right to be informed** – as detailed through this Privacy Notice.
3. **Right to rectification** – you have the right to have personal data rectified if it is inaccurate or incomplete.
4. **Right to erasure** – depending on the legal basis for processing your information, you could have the right to have personal data erased.
5. **Right to restrict processing** – depending on the legal basis for processing your information, you have the right to reduce or stop the processing of your data.
6. **Right to data portability** – depending on the legal basis for processing your information, you have the right to obtain and reuse any electronic data we hold about you.
7. **Right to object to processing** – where processing your personal information is required for the performance of a public interest task (see above), you have the right to object.

## Who Can I Complain To If I Am Unhappy About How My Data Is Used?

If you are not satisfied with how your request has been dealt with, or if the information held about you is incorrect, you should email or write to Warrington Borough Council outlining your concerns.

If you then wish to make a complaint then please contact us using one of the methods below: Use the [online complaints form](#).

- Email us at [contact@warrington.gov.uk](mailto:contact@warrington.gov.uk)
- Phone us on: 01925 443322
- Write to us at: Warrington Borough Council, East Annexe, Town Hall, Sankey Street, Warrington, WA1 1UH

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: 0303 123 1113  
Website: <https://ico.org.uk/>

## Will This Information Be Used To Take Automated Decisions About Me?

No

## Will My Data Be Transferred Abroad and Why?

No