



Privacy Notice – Holiday Activities and Food Programme (HAF)

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

Eequ will be responsible for the data that us being collected in order to provide the holiday activities and food programme. Eequ have been commissioned by Warrington Borough Council to provide the booking service.

How do we collect information from you?

Eequ will collect the information via their online system that is used for bookings. The data that you enter as part of the booking will be shared with the appropriate location/club where the booking is for.

The information that you provide when you make a booking will be checked against the data provided to Eequ by Warrington Borough Council. This is to check your eligibility for the service. Only those eligible will have their booking confirmed.

The data is shared from Eequ with the Warrington Council HAF team in order to undertake eligibility checks and to undertake monitoring and evaluation of the service.

How we will use your information?

Eequ will collect the minimum personal information necessary for your booking.

The information will be used to:

- Conduct eligibility checks against data provided by the Free School Meal team at Warrington Council. This is to ensure children and young people accessing the programme are eligible for HAF.
- Monitor and evaluation of the programme and its take up.
- Provide mandatory information to the Department for Education who fund this programme and Childcare Works (the organisation appointed by the DfE to manage the programme nationally)

Please note that the information will be fully anonymised when shared with the DfE.

What Allows You To Use My Information?

We collect and use your personal information to comply with our legal obligations, to fulfil a contract 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 Article 6 (e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law. Special category data will be collected under Article 9 (a) Explicit consent.

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 via the Eequ system.

- Parent/Carers name and contact details
- Childs' name
- Childs' date of birth
- Childs' school
- If your child is free school meals
- If your child is on the SEND register
- Your postcode
- If you child requires medication
- If your child has any allergies

Who Will My Information Be Shared With?

The information collected by Eequ will be shared with the clubs providing the service(s) you have booked. Warrington Borough Council have access to the data, and this will be shared with the Department For Education.

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
- If your child is free school meals
- If your child is on the SEND register
- Postcode of your child/children's address.
- The school your child attends
- If your child is open to services such as early help/social care

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

If you do not provide the required information, you will be unable to book the event(s) and it will 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 collected for the delivery of the programme will be retained in line with the Council's Data Retention Schedule.

How Will My Information Be Stored?

The information will be stored on a secure database held by AWS in London, UK.

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

- 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?

The information will be checked to ensure eligibility. This will be done automatically through the Eequ system. Some eligibility checks may need to be done manually, and these will all be completed by the HAF team.

Will My Data Be Transferred Abroad and Why?

No, your information will not be transferred outside of the UK.

How Long will we keep your information for?

All information held by Eequ will be retained for 12 months.