

Privacy Notice for Holiday Activity Fund



Service Area: Education
Directorate: Peoples Directorate
PN- 0282

Nottingham City Council
Information Compliance

November/2022

The **Holiday Activity Fund Team** are part of Nottingham City Council, who are the data controllers for the personal data (or personal information) that we process about you. When we process personal information relating to you, we will only do so when it is necessary and where we have a lawful reason to do so.

We will use the information provided by you for a number of reasons, depending on the service or reasons for interacting with you. This includes:

- For NCC to make a Holiday Activity vouchers scheme available to parents in the Nottingham City area by contracting with Wonde to ensure the programme is accessed by children and families in receipt of Free School Meals.
- To help promote activities to families.
- To report participation levels to the DfE post programme to comply with funding requirements.
- Signposting of other services must be provided for all families to ensure support is visible for families outside of holiday periods.

When we process your personal information, we will comply with data protection legislation and enable you to exercise your rights contained within the legislation.

What personal information will the Council process?

The information collected about you is for the purposes of operating the Holiday Activity Fund. Wonde collects the below information to allow parents to create an

account on the Wonde system to register to attend provision, supplying activity providers with information to help safeguard children accessing provision. Nottingham City Council use the Wonde system to monitor and report on participation of the Holiday Activity Fund programme to the Department for Education.

- **Name**
- **Gender**
- **Date of Birth**
- **Post Code**
- **Email Address**
- **Contact Number**
- **Dietary Requirements**
- **SEND Needs**

The information we process about you may include the following 'special categories of personal data':

- Race or Ethnic origin
- Physical or mental health

Lawful basis for processing

The basis under which we use your personal information for these purposes is that this is necessary for the monitoring participation in and the delivery of the Holiday Activity Fund carried out in the public interest by the Council or in the exercise of official authority vested in the Council.

The condition under which we process 'special categories of personal data' is that such use is it is necessary for reasons of substantial public interest and in accordance with the provisions of the UK General Data Protection Regulation and the Data Protection Act 2018.

Will my information be shared with other organisations or used for other purposes?

The Council will only share your personal information with other departments within the Council, and with other organisations when it is necessary to provide the services to you, and when we have a lawful reason to do so. The Council may also share your information when we are obliged to by law.

In relation to this service, the Council may share your statistical information (for monitoring and audit purpose) with:

- **Department for Education**

The information may also be used for the purpose of any other function carried out by the Council. This may include sharing your information across the Council, or with external organisations. Information about these functions and the legal basis on which information is used for them can be found at <http://www.nottinghamcity.gov.uk/privacy-statement/>

The information will only be used for another purpose where it is lawful to do so.

Do I have to provide the information?

You **are** obliged by statute or contract to provide the information that is specified here. However, if we were not able to process your personal data **you will not be able to access the Holiday Activity Fund programme.**

How long will the Council retain the data for?

NCC will retain personal data in line with its record retention schedule as set out in the IAR. For each holiday period, NCC will send out the code 4 weeks in advance of the programme. Once the associated holiday period has passed, the code expires.

Wonde will delete all forms of personal data within 31 days if it is no longer required as part of the services, or on termination. It may be necessary to retain financial records longer for accounting purposes. These do not usually include personal data.

Both parties will destroy data securely once it is no longer required.

The Council publish an Information Asset Register (IAR), this will outline the retention periods for the personal data we process. You can find this IAR on our website <https://geoserver.nottinghamcity.gov.uk/information-asset-register/>

Information Rights

The UK General Data Protection Regulation provides for the following rights as prescribed by the legislation:

A right to request a copy of your information

A right to request rectification of inaccurate personal data

A right to request erasure of your data known as 'the right to be forgotten'

A right to in certain circumstances to request restriction of processing

A right in certain circumstances to request portability of your data to another provider

A right to object to processing of data in certain circumstances

A right regarding automated decision-making including profiling

However, Nottingham City Council can restrict the above rights in certain circumstances for example to avoid obstructing an investigation, avoid prejudicing the prevention, detection, investigation or prosecution of criminal penalties or to protect the rights and freedoms of others.

Data Protection Officer

The Data Protection Officer is Naomi Matthews. You can contact the data protection officer at:

Loxley House,

Station Street,
Nottingham,
NG2 3NG
or at data.protectionofficer@nottinghamcity.gov.uk .

Information Commissioner's Office

The Information Commissioner's Office (ICO) website provides guidance on data protection and privacy matters, you can visit the website at www.ico.org.uk. You also have the right to complain to the ICO if you consider that the Council have processed your personal data incorrectly or that we have breached our obligations to you. You can contact the ICO at:

Wycliffe House,
Water Lane
Wilmslow,
Cheshire
SK95AF

www.ico.org.uk

Further Information

For more information about these rights please refer to our detailed privacy statement at <https://www.nottinghamcity.gov.uk/privacy-statement> .