

DATA PROTECTION IMPACT ASSESSMENT - School holiday activity - Wonde v1.2

Reference number: DPIA-397

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DATA PROTECTION IMPACT ASSESSMENT

When to complete this template:

Start to fill out the template at the beginning of any major project involving the use of personal data, or, where you are making a significant change to an existing process that affects personal data. Please ensure you update your project plan with the outcomes of the DPIA.

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1. Document Control

1. Control Details

Author of DPIA:	Jeremy Lyn-Cook
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2. Document Amendment Record

Issue	Amendment Detail	Author	Date	Approved
V1.0	Initial draft	Jeremy Lyn-Cook	2022-10-17	
V1.1	Clarifications on initial draft	Declan Barker	2022-10-18	
V1.2	Clarifications on code number generation	Jeremy Lyn-Cook	2022-10-20	

3. Contributors/Reviewers

Name	Position	Date
Declan Barker	HAF Project Manager	
Jeremy Lyn-Cook	Information Policy Specialist	2022-10-18

4. Glossary of Terms

Term	Description
<i>Please insert any abbreviations you wish to use:</i>	
NCC	Nottingham City Council
FSM	Free School Meals
HAF	Holiday Activity Fund

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2. Screening Questions

1. Does the project involve personal data? Yes	If 'Yes', answer the questions below. If 'No', you do not need to complete a DPIA but make sure you record the decision in the project documentation.
2. Does the processing involve any of the following data: medical data, ethnicity, criminal data, biometric data, genetic data and any other special/ sensitive data?	No
2. Does the processing involve any systematic or extensive profiling?	No
3. Does the project involve processing children's data or other vulnerable citizen's data?	Yes
4. Does the processing involve decisions about an individual's access to a product, service, opportunity or benefit that is based on any evaluation, scoring, or automated decision-making process?	No
5. Does the processing involve the use of innovative or new technology or the novel application of existing technologies?	No
6. Does this project involve processing personal data that could result in a risk of physical harm in the event of a security breach?	No
7. Does the processing combine, compare or match data from multiple sources?	Yes
8. Does the project involve processing personal data without providing a privacy notice?	No
9. Does this project process data in a way that tracks on line or off line location or behaviour?	Yes
10. Will the project involve using data in a way it has not been used before?	No
11. Does the project involve processing personal data on a larger scale?	Yes
12. Will the project involve processing data that might prevent the Data Subject from exercising a right or using a service or entering into a contract?	No
If you answered 'Yes' to any <u>two</u> of the questions above, proceed to Question 3 below. If not seek advice from the DPO as you may not need to carry out a DPIA.	

<u>Project Title:</u>	School holiday activity - Wonde v1.0
<u>Team:</u>	Education Strategy
<u>Directorate:</u>	People
<u>DPIA Reference number:</u>	DPIA-397
<u>Has Consultation been carried out?</u> See 'Consultation' on page 8.	
1. DDM attached?	No
2. Written evidence of consultation carried out attached?	No
3. Project specification/ summary attached?	No
4. Any existing or previous contract / SLA / processing agreement attached?	Yes
5. Any relevant tendering documents attached?	No
6. Any other relevant documentation attached?	No

3. Project - impact on individual's privacy

Issue	Questions	Examples	Yes/No	Initial comments on issue & privacy impacts
Purpose and means		Profiling, data analytics, Marketing. Note: The GDPR requires a DPIA to be carried out where there is systematic and extensive evaluation of personal aspects relating to individuals based on automated processing, including profiling, and on which decisions about individuals are based.		
	Please give a summary of what your project is about (<i>you can also attach or embed documents for example a project proposal</i>).			For NCC to make a Holiday Activity vouchers scheme available to parents in the Nottingham City area by contracting with Wonde.
	<p>Aims of project</p> <p>Explain broadly what the project aims to achieve and what types of processing it involves.</p>			Wonde operates a system which enables the production of Holiday Activity (and food) vouchers that parents can redeem directly through the system. This will enable parents to choose activities to send their children during the school holidays.
	<p>Describe the nature of the processing</p> <p>How will you collect store and delete data? Will you be sharing with anyone? You might find it useful to refer to a flow diagram or another way of describing data flows. What types of processing identified as likely high risk are involved? Who will have access to the project personal data, how is access controlled and monitored and reliability of staff assessed? Will data be separated from other data within the system?</p>			<p>NCC is contracting with Wonde to deliver a targeted Holiday Activity programme which will operate in school holidays periods. Community partners (as opposed to schools) will deliver the activities that are targeted at children on FSM.</p> <p>NCC will provide Wonde with information on <i>the number</i> of children in each school eligible for the Holiday Activity scheme. NCC's criteria relates to the receipt of FSM. Wonde will generate a code number for each of the children. Schools in the city area 'claim' the pre-generated codes relating to children in their school and send these out to the relevant parent\carer.</p> <p>Once a parent\carer receives a code number, they can go to the Wonde system, enter the number and create an account using their email address, child's name, date of birth, ethnicity, gender, disability, food allergens and contact number. Parents can then redeem their Holiday Activity voucher that they can use against a range of activities from community providers displayed in the Wonde system.</p>

			<p>The community providers will have added information relating to their activity to the system. Whenever a parent\carer wants to book a child on to an activity session, they must give their consent. This is process managed through Wonde’s online booking functionality.</p> <p>NCC will be able to view the statistical activity data on the booking system operated by Wonde.</p>	
	<p>Privacy Implications</p> <p>Can you think of any privacy implications in relation to this project? How will you ensure that use of personal data in the project is limited to these (or “compatible”) purposes?</p>		Yes.	<ul style="list-style-type: none"> • NCC Privacy materials do not adequately inform individuals of the use of their data under the activity scheme. • Wonde does not store data securely. Personal data on the site could be accessed and used inappropriately.
	<p>New Purpose</p> <p>Does your project involve a new purpose for which personal data are used?</p>		No	
	<p>Consultation</p> <p>Consider how to consult with relevant stakeholders: Describe when and how you will seek individual’s views- or justify why it’s not appropriate to do so. Who else do you need to involve in NCC? Do you plan to consult Information security experts, or any other experts?</p>		Yes.	NCC will provide information directly to parents about the Holiday Activity scheme, who is involved and how it works, etc. In addition, parents choosing to access the Wonde system will receive information in an email about the system from the company.
	Will the project:	Expanding customer base; Technology which must be used by individuals; Hidden or complex uses of data; Children’s data		


Individuals (data subjects)	Affect an increased number, or a new group, or demographic of individuals (to existing activities)?		No.	
	Involve a change to the way in which individuals may be contacted, or are given access to services or data? Are there any areas of public concern that you should factor in?		No.	
	Affect particularly vulnerable individuals, including children?		Yes.	
	Give rise to a risk that individuals may not know or understand how their data are being used?		No.	See 'Consultation' on page 8 above.
Parties	Does the project involve:	Outsources CGLs; Business partners; Joint ventures		
	The disclosure of personal data to new parties?		Possibly.	NCC will only provide details of <i>the number</i> of eligible children to Wonde. The schools provide code numbers generated by Wonde to parents who use them to access the system. Parents have to create an account on Wonde (unless they already have one) using personal information in order to redeem their activity voucher. This means the parent's\carer's personal information is linked to the code number in the Wonde system.
	The involvement of sharing of personal data between multiple parties?		No.	
	Does the project involve:			

Data categories	The collection, creation or use of new types of data?		No.	
	<p>Use of any special or privacy-intrusive data involved?</p> <ul style="list-style-type: none"> • Political opinions • Religious beliefs or philosophical beliefs • Trade union membership • Genetic data • Biometric data • Sexual life • Prosecutions • Medical data • Criminal data <p>(Criminal data processing, i.e. criminal convictions, etc. also has special safeguards under Article 10)</p>		No.	
	<p>New identifiers, or consolidation or matching of data from multiple sources?</p> <p>(For example a unique reference number allocated by a new management system)</p>		Yes.	<p>NCC provides Wonde with information on <i>the number</i> of children in each school eligible for the Holiday Activity scheme. NCC’s criteria relates to receipt of FSM. Wonde generate a code number for each of the children. Schools in the city area ‘claim’ the pre-generated codes relating to children in their school and send these out to the relevant parent\carer.</p> <p>Parents use the codes to access the Wonde system, create an account and redeem their Holiday Activity voucher.</p>

Technology	New solutions:	Locator or surveillance technologies; Facial recognition; Note: the GDPR requires a DPIA to be carried out in particular where new technologies are involved (and if a high risk is likely)		
	Does the project involve new technology that may be privacy-intrusive?		No.	
Data quality, scale and storage	Data:	New data		
	Does the project involve changes to data quality, format, security or retention? What are the benefits of the processing? i.e. will the new system have automatic retention features? Will the system keep the information in a safer format etc.?		No.	
	Does the project involve processing data on an unusually large scale?		No.	
Monitoring, personal intrusion	Monitoring:	Surveillance; GPS tracking; Bodily testing; Searching; Note: the GDPR requires a DPIA to be carried out where the project involves systematic monitoring of a publicly accessible area on a large scale		
	Does the project involve monitoring or tracking of individuals or activities in which individuals are involved?		Yes.	NCC will see the statistical activity data in the Wonde booking system to verify attendance data and report to the DfE on the effectiveness of the Holiday Activity programme.
	Does the project involve any intrusion of the person?		No.	
Data transfers	Transfers	Transfers outside the EEA		
	Does the project involve the transfer of data to or activities		No.	

	<p>within a country that has inadequate or significantly different data protection and privacy laws?</p>			

4. Legal Framework and Governance – Compliance

Ref.	Question	Response	Further action required (and ref. to risk register as appropriate)
1. Applicable laws and regulation			
1.1	Which data protection laws, or laws which impact data protection and privacy, will be applicable to the project?	<ul style="list-style-type: none"> • UK General Data Protection Regulation • Data Protection Act 2018 • Human Rights Act 1998 • Local Government Act 1972, s.111 • Localism Act 2010, s.1 	
1.2	Are there any sector-specific or other regulatory requirements or codes of practice, which should be followed?	 Grant determination letter - HAF 2022.pdf	
2. Organisation's policies			
2.1	Is the project in compliance with the organisation's information management policies and procedures (including data protection, information security, electronic communications)?	Yes.	
2.2	Which policy requirements will need to be followed throughout design and implementation of the project?	Data Protection Policy Information Security Policy Records Management Policy	

2.3	<p>Are any changes/updates required to the organisation`s policies and procedures to take into account the project?</p> <p>Note: new requirements for “Accountability” under the GDPR, including record-keeping, DPOs and policies</p>	No.	
3. Training and roles			
3.1	<p>Will any additional training be needed for staff in relation to privacy and data protection matters arising from the project?</p>	No.	

5. Personal Data Processing Compliance

Ref.	Question	Response	Further action required (and ref. to risk register as appropriate)
1. Personal Data Processing			
1.1	Which aspects of the project will involve the processing of personal data relating to living individuals?	<p>Wonde will only provide code numbers to schools for each child receiving FSM on roll at their school. Schools provide the numbers to parents who use them to access the Wonde system.</p> <p>Parents then create an account on Wonde (unless they already have one) using personal information and redeem their activity voucher. This means the parent's\carer's personal information is linked to the code number in the Wonde system.</p>	
1.2	Who is/are the data controller(s) in relation to such processing activities?	Nottingham City Council	
1.3	Who is/are the data processor in relations to such processing activities?	Wonde.	
2. Fair and Lawful processing - GDPR Articles 5(1)(a), 6, 9, 12, 13			
2.1	<p>Which fair processing conditions are you relying on?</p> <p>GDPR: Article 6(1) (legal basis for processing) and, for sensitive personal data, Article 9(2).</p>	<p>6(1). Choose at least one of the following for personal data, usually (e NCC will rely on the legal basis below when processing data under the project:</p> <ul style="list-style-type: none"> a) Consent b) Performance of contract c) Legal obligation d) Vital interests e) Public interest / exercise of Authority 	

- 9(2) Choose at least 1 for special data- usually g (cross the rest out)
- ~~a) Explicit consent~~
 - ~~b) Employment / social security / social protection obligations~~
 - ~~c) Vital interests~~
 - ~~d) Non-profit bodies~~
 - ~~e) Processing made public by data subject~~
 - ~~f) Legal claims~~
 - ~~g) Substantial public interest~~
 - ~~h) Health, social care, medicine~~
 - ~~i) Public interest for public health~~
 - ~~j) Archiving, statistics, historical research~~


For any criminal Data

Comply with Article 10 if it meets a **condition in Part 1, 2 or 3 of Schedule 1.**

- ~~• Employment, social security and social protection~~
- ~~• Health and social care purposes~~
- ~~• Public health~~
- ~~• Research~~

Substantial public interest:

- ~~• Statutory and government purposes~~
- ~~• Equality of opportunity and treatment~~
- ~~• Racial and ethnic diversity at senior levels of organisations~~
- ~~• Preventing or detecting Unlawful Acts~~
- ~~• Protecting the public against dishonesty etc~~
- ~~• Regulatory requirements relating to unlawful acts and dishonesty etc~~
- ~~• Journalism etc in connection with unlawful acts and dishonesty etc~~
- ~~• Preventing fraud~~

		<ul style="list-style-type: none"> • Suspicion of terrorist financing or money laundering • Counselling • Safeguarding of children and of individuals at risk • Safeguarding of economic well-being of certain individuals • Insurance • Occupational pensions • Political parties processing • Disclosure to elected representatives • Informing elected representatives about prisoners <p>Additional Conditions</p> <ul style="list-style-type: none"> • Consent • Vital interests • Personal data in the public domain • Legal claims • Judicial Acts 	
<p>Note: different conditions may be relied upon for different elements of the project and different processing activities. Also, the scope of special category data is wider under the GDPR, and in particular includes genetics & biometric data, and sexual orientation.</p>			
2.2	How will any consents be evidenced and how will requests to withdraw consent be managed?	NCC is not using consent as the legal basis for processing information.	
<p>Note: new requirements for obtaining and managing consents within the GDPR.</p>			
2.3	Is the data processing under the project covered by fair processing information already provided to individuals or is a new communication needed (see also data subject rights below)?	Yes. 	

Note: more extensive information required under the GDPR than under current law, and new requirements on how such information is provided. Also a general principle of “ <i>transparency</i> ”. It is important to assess necessity and Proportionality			
2.4	If data is collected from a third party, are any data protection arrangements made with such third party?	No.	
2.5	Is there a risk of anyone being misled or deceived?	No.	
2.6	Is the processing “fair” and proportionate to the need’s and aims of the projects?	Yes.	
2.7	Are these purposes clear in privacy notices to individuals? (see above)	Yes.	
3. Adequate, relevant and not excessive, data minimisation - GDPR Article 5(1)(c)			
3.1	Is each category relevant and necessary for the project? Is there any data you could not use and still achieve the same goals?	Yes. NCC is only disclosing statistical information to Wonde. The Wonde system randomly generates code numbers that schools pass on to parents.	
Note: GDPR requires data to be “limited to what is necessary” for the purposes (as well as adequate and relevant).			
3.2	Is/can data be anonymised (or pseudonymised) for the project?	Yes. See above.	
4. Accurate and up to date - GDPR Article 5(1)(d)			
4.1	What steps will be taken to ensure accurate data is recorded and used?	NCC will check the accuracy of the numbers of those eligible for FSM in each school before providing this data to Wonde.	
For example: checks when receiving/sending information from/to third parties, or transcribing information from oral conversations or handwritten documents, any automatic checks on information not meeting certain criteria.			
4.2	Will regular checks be made to ensure project data is up to date?	Yes. See 4.1 above.	
5. Data retention - GDPR Article 5(1)(e)			

5.1	How long will personal data included within the project be retained?	<p>NCC will retain personal data in line with its record retention schedule as set out in the IAR. For each holiday period, NCC will ensure that code numbers are sent out 4 weeks in advance of the programme. Once the associated holiday period has passed, the code expires.</p> <p>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.</p> <p>Both parties will destroy data securely once it is no longer required.</p>	
5.2	How will redundant data be identified and deleted in practice? Consider paper records, electronic records, equipment?	See above. The data is in electronic format.	
5.3	Can redundant data be easily separated from data which still need to be retained?	Yes.	
6. Data subject rights - GDPR Articles 12 to 22			
6.1	Who are the relevant data subjects?	Children and young people eligible for FSM whose parents/carers sign up to holiday activities through the Wonde system.	
6.2	Will data within the project be within the scope of the organisation`s subject access request procedure?	Yes.	
6.3	Are there any limitations on access by data subjects?	No.	
6.4	Is any data processing under the project likely to cause damage or distress to data subjects? How are notifications from	No. However, if NCC receives any notifications, NCC's Education Strategy and Information Compliance will manage and	

	individuals in relation to damage and distress managed?	respond to the concerns using the existing information rights mechanisms.	
6.5	Does the project involve any direct marketing to individuals? How are requests from data subjects not to receive direct marketing managed?	No. However, NCC will make parents\carers aware of the Holiday Voucher scheme, how it works and Wonde’s role in it, etc.	
6.6	Does the project involve any automated decision making? How are notifications from data subjects in relation to such decisions managed?	No.	
6.7	How will other rights of data subjects be addressed? How will security breaches be managed?	These rights will be processed by the Information Compliance Team at Nottingham City Council. All breached will be dealt with by the Information Compliance team and the Data Protection Officer.	



7. Data Security - GDPR Articles 5(1)(f), 32

For example:

- **Technology:** encryption, anti-virus, network controls, backups, DR, intrusion detection;
- **Physical:** building security, clear desks, lock-leads, locked cabinets, confidential waste;
- **Organisational:** protocols on use of technology, asset registers, training for staff, pseudonymisation, regular testing of security measures.

Describe the source of risk and nature of potential impact on the individuals. Include associated compliance and corporate risks as necessary -What security measures and controls will be incorporated into or applied to the project to protect personal data? Consider those that apply throughout the organisation and those which will be specific to the project. N.B Measures that are appropriate to the nature of the data and the harm which may result from a security breach	Likelihood of harm Remote, Possible or Probable	Severity of harm Minimal, Significant or Severe	Overall Risk Low, Medium or High
<ul style="list-style-type: none"> • NCC Privacy materials do not adequately inform individuals of the use of their data. 	Possible.	Significant.	Medium.

<ul style="list-style-type: none"> Wonde does not store data securely. Personal data could be accessed and used inappropriately 	Possible.	Significant.	Medium.	
Identify measures to Reduce Risk- Identify additional measures you could take to reduce or eliminate risks identified as medium or high risk that you have identified				
Risk	Options to reduce or eliminate risk	Effect on risk Eliminated/ Reduced or Accepted	Residual risk Low/Medium/High	Measures approved Yes/No
<p>NCC Privacy materials do not adequately inform individuals of the use of their data under the activity scheme.</p>	<p>NCC will provide parents\carers with information about the Holiday Voucher scheme, how it works and Wonde’s role in it.</p>	<p>Reduced.</p>	<p>Low.</p>	<p>Yes.</p>
<p>Wonde does not store data securely. Personal data could be accessed and used inappropriately</p>	<p>All relevant Wonde staff are made aware of the storage requirements for personal data.</p> <p>Wonde will apply all of their current security measures including organisational safeguards around the processing of the data.</p> <p>Wonde will have in place and maintain, Protective Measures to protect against unauthorised or unlawful processing of personal data and against accidental loss or destruction of or damage to personal data. The measures with have regard to the nature of the data to be protected, the state of technological development and the cost of implementation.</p>	<p>Reduced.</p>	<p>Low.</p>	<p>Yes.</p>
8. Data processors - GDPR Article 28 & direct obligations in other articles				

8.1	Are any data processors involved in the project?	Yes. Wonde.	
8.2	What security guarantees do you have?	Security guarantees contained in the contract. Also, see information security and data protection overview designed for Wonde.  School-Data-Information-Security-Overview	
For example: specific security standards or measures, reputation and reviews			
8.3	Please attach the processing agreement		
For example: security terms, requirements to act on your instructions, regular audits or other ongoing guarantees Note: new requirements for the terms of contracts under the GDPR (much more detailed than current law).			
8.4	How will the contract and actions of the data processor be monitored and enforced?	Power to audit under the processing agreement.	
8.5	How will direct obligations of data processors be managed?	Under the processing agreement	
Note: New direct obligations for processors under the GDPR, including security, data protection officer, record-keeping, international data transfers.			
For example: fair & lawful, lawful purpose, data subject aware, security, relevance.			
9. International data transfers - GDPR Articles 44 to 50			
9.1	Does the project involve any transfers of personal data outside the European Union or European Economic Area?	No	
9.2	What steps are taken to overcome the restrictions?	Restrictions in the Data Processing Agreement.	
For example: Safe Country, contractual measures, binding corporate rules, internal assessments of adequacy			

Note: GDPR has similar methods to overcome restrictions as under current law, but there are differences to the detail and less scope for an “own assessment” of adequacy.

10. Exemptions

10.1	Will any exemptions for specific types of processing and/or specific DP requirements be relied upon for the project?	No.	
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For example: crime prevention, national security, regulatory purposes
 Note: Exemptions under the GDPR to be assessed separately, and may be defined within additional EU or UK laws.

6. Sign off and record outcomes

Item	Name	Date
Measures approved by: (project owner) This must be signed before the DP can sign off on the DPIA.	xxxxxxxxxxx Head of Education Strategy	xx/xx/xx
Residual risks approved by: (If accepting any residual high risk, consult the ICO before going ahead)	xxxxxxxxxxx Head of Education Strategy	xx/xx/xx
DPO advice provided: (DPO should advise on compliance, measures and whether processing can proceed)		
Summary of DPO advice:		
DPO advice accepted or overruled by		If overruled, you must explain your reasons
Comments:		
IT Security Officer: Where there are IT security issues		
IT Officer comments:		
SIRO Sign off: (For major projects)		
Consultation responses reviewed by:		

This DPIA will be kept under review by:		The DPO should also review ongoing compliance with DPIA
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