

Holiday Activities in Dudley

Privacy Statement Guidance

This Privacy Statement sets out the data processing practices carried out by the HAF team. We retain and use personal data to help us plan and deliver activities that your child can access during the Easter, Summer and Christmas school holidays.

Find out more about our purpose and what we do by visiting [HAF – Holiday Activity Fun in Dudley \(holidayactivitiesindudley.com\)](http://HAF – Holiday Activity Fun in Dudley (holidayactivitiesindudley.com)) We will always make sure that your information is protected and treated securely. Any information that you give will be held in accordance with:

- Data Protection Act 1998
- As of 25 May 2018, the new data protection legislation introduced under the General Data Protection Regulation (GDPR) and Data Protection Bill.

Information we collect

We collect personal information through the use of online forms and every time you email or post us your details.

Security

We are strongly committed to data security and we take reasonable and appropriate steps to protect your personal information from unauthorised access, loss, misuse, alteration or corruption. We have put in place physical, electronic, and managerial procedures to safeguard and secure the information you provide to us. Only authorised employees, and your choice of holiday activity providers under strict controls will have access to your personal information.

Information about people who use our website Please note that this statement does not cover links within this website to other websites. When you browse through the information on this website, it does not store or capture your personal information. We do log your IP address (as it is automatically recognised by the web server) but this is only so you can download this website onto your device rather than for any tracking purpose; it is not used for any other purpose. We will only collect personal information provided by you, such as:

- online forms
- email addresses
- preferred means of communication.

Cookies

Please be aware that some systems on our website require the use of cookies but will never collect and store information about you without your permission.

How we will use your personal information

Personal information about you can be used for the following purposes:

- in planning and preparing activities to meet your needs
- to send you information about HAF and how to book, attend your activities; we may also get back to you to see how much fun your child/ children has had
- to respond to any queries you may have
- to improve the quality of HAF activities
- We may need to share information with Dudley Council if we need to confirm you meet the criteria for free activities

This may include any personal information that you choose to share with us, but we will treat this as confidential and protect it accordingly. We will never include your personal information in survey reports.

We follow the requirements of the Data Protection Act 1998 in how we obtain, handle and process your information and will only make your data available to the people who are providing the activities you are about to attend. We may also need to use your details to check eligibility to access HAF services with the Local Authority.

There are a number of ways that we collect feedback from people about their experiences of using HAF services. We receive requests for information directly from members of the public as part of our signposting service. Where personally identifiable information is collected we will ensure that we have your consent to keep it and we will be clear on how we intend to use your information. We will aim to anonymise information where we can but there may be instances where this is not possible in order to make change happen on your behalf. There may be exceptional circumstances where we can and will keep the data without consent but we must have a lawful basis for doing so, such as for safeguarding purposes. We ensure that where consent is required it will be freely given, used only for agreed specific and unambiguous purposes and that you are well informed about how the information will be kept. This includes where it will be stored, details on security and for how long it will be kept.

We will comply with current data protection legislation at all times. Personal information may be collected with your consent through:

- Our signposting service
- When we receive feedback
- Information receiving

Personal data received from other sources

Publishing information in most circumstances we anonymise our data to ensure that a person cannot be identified, unless this has been otherwise agreed and consent has been given.

Information about our own staff and people applying to work with us

We need to process personal data about our own staff (and people applying to work for us) so that we can carry out our role and meet our legal and contractual responsibilities as an employer. The personal data that we process includes information about racial or ethnic origin, religion, disability, gender and sexuality. We use this information to check we are promoting and ensuring diversity in our workforce and to make sure we are complying with equalities legislation. Our employees decide whether or not to share this monitoring data with us, and can choose to withdraw their consent for this at any time. Employees who wish to withdraw their consent for us to process this data can let us know. Other personal data that we are required to process includes information on qualifications and experience, pay and performance, contact details and bank details. We check that people who work for us are fit and suitable for their roles. This may include asking people to undertake Disclosure and Barring Service (DBS) checks.

How we share information with other organisations

We only share personal information with other organisations where it is lawful to do so and in accordance with our Information Governance Policy. Information is shared in order to fulfil our remit which is to ensure income eligible Free School Meal eligible children can access activities and food during holiday periods. We work with a number of voluntary, community, faith sector and statutory providers and our local authority to make this happen. We will only disclose your personal information where we have your consent to do so, or where there is another very good reason to make the disclosure – for example, we may disclose information to a local authority where we think it is necessary to do so in order to protect a vulnerable person from abuse or harm. Any such disclosure will be made in accordance with the requirements of the current data protection legislation. Wherever possible, we will ensure that any information that we share or disclose is anonymised, so as to ensure that you cannot be identified from it.

Your rights

Your right to access information about you If you think we may hold personal data relating to you and want to see it please write to The HAF Team, 7 Albion Street, Brierley Hill, DY53EE.

Correcting or deleting your personal data If you know that we are holding your personal data and believe that it may be wrong, or if you want it to be deleted or for us to stop using it, you have a right to request that it can be deleted or amended. Please make your objection in writing to info@dudleyparentcarerforum.ork.uk or send it by post to: The HAF Team, 7 Albion Street, Brierley Hill, DY5 3EE.

Complaints about how we look after or use your information

If you feel that we have not met our responsibilities under data protection legislation, you have a right to request an independent assessment from the Information Commissioner's Office (ICO). You can find details at: <https://www.ico.org.uk>

Our contact details and key roles

The HAF Team is data controller for all of the personal data that you provide us with. Any issues relating to the processing of personal data by or on behalf of the forum may be addressed to: The HAF Team, 7 Albion Street, Brierley Hill, DY5 3EE. Telephone: 01384 573381