

# Privacy Notice: Children and Young Peoples Service: Holiday Activities with Healthy Food

This Privacy Notice tells you about what information we collect about you, how we use that information and who we share it with.

## 1. Who we are and what we do

Durham County Council's (DCC) Fun & Food Programme Team works with local partner organisations and a range of voluntary organisations, to deliver the 'Fun & Food Programme'. This programme provides activities and healthy food to children and young people in County Durham during school holiday periods. It is primarily targeted at children who are eligible for receipt of Free School Meals (FSM) and promotes inclusivity for attendance and participation of non FSM children. This programme is part funded by the Department for Education (DfE).

For more information about Fun & Food Programme see the [Fun and Food](#) web page.

For the purposes of Data Protection, Durham County Council is the Data Controller.

## 2. What type of personal information do we collect and how do we collect it?

DCC collects a range of data about the children and young people who attend or participate in the Fun & Food Programme. This may include:

- Child's name
- Child's date of birth
- Child's postcode
- School child attends
- Does the child have any additional needs? Yes/No

We may also collect information about parent/s carers which may include:

- Parent/Carer's name
- Parent/Carer's National Insurance Number

We collect this information in the following ways:

- Registration/Booking form
- Face to face
- From other professionals including Fun & Food activity providers

## 3. What is our lawful basis to obtain and use your personal information?

In order for DCC use of the personal data to be lawful, it needs to meet one (or more) conditions in the data protection legislation. The legal basis for DCC processing the personal data under Article 6 of the UK GDPR is:

1(e) the data subject has given consent to the processing of his or her personal data for one or more specific purposes; and

1(f) processing is necessary for the purposes of the legitimate interests pursued by the controller or a third party.

#### **4. What is your personal information used for?**

We collect the minimum personal information necessary in order to best coordinate the provision of the Fun & Food Programme. Personal information will be matched to FSM data held by DCC and to report anonymised statistical data to the DfE.

#### **5. Will your personal information be shared?**

Your personal information will not be shared.

#### **6. How do we keep your information secure?**

The records we keep about you are secure and are confidential within our encrypted ICT systems to ensure that access to your records are controlled appropriately.

#### **7. How long will we keep your personal information?**

Your personal information will be held securely for the length of the Fun & Food Programme.

#### **8. Personal information processed outside of the United Kingdom?**

We do not process your personal data outside of the United Kingdom.

#### **9. Marketing**

At no time will your information be used or passed to others for marketing or sales purposes, or for any commercial use without your express consent.

#### **10. What are your information rights?**

Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right to:

- request a copy of the personal information the council holds about you
- have any inaccuracies corrected;
- have your personal data erased;
- place a restriction on our processing of your data;
- object to processing;

To exercise your rights, you can apply on line or download an application form from the [DCC website](#) or you can contact the data protection team at [inforights@durham.gov.uk](mailto:inforights@durham.gov.uk)

To learn more about these rights please see the [ICO website](#).

#### **11. Further Information**

Our Data Protection Officer (DPO) provides help and guidance to make sure we apply the best standards to protecting your personal information. If something goes wrong with your personal information, or you have questions about how we process your data, please contact our Data Protection Officer at [DPO@durham.gov.uk](mailto:DPO@durham.gov.uk) or write to:

DPO  
Floor 4 Room 143-148,  
Durham County Council  
County Hall,  
Durham County Council  
DH1 5UF

If we have not been able to deal with your query, you can also contact the Information Commissioner's Office:

Information Commissioner's Office  
Wycliffe House  
Water Lane Wilmslow  
Cheshire  
SK9 5AF  
Telephone: 0303 123 1113 (local rate) or 01625 545 745