

Privacy Notice

Holiday Activities and Food (HAF) Programme

Bristol City Council is the data controller for the purposes of the Data Protection Act 2018 and other regulations including the UK General Data Protection Regulation (UK GDPR), which means it determines what your personal data is used for and why it is collected.

In some instances, information will be collected through a booking platform called Eequ, which Bristol City Council has procured to collect personal data from providers and families to ensure the smooth running of the programme. Bristol City Council and Eequ will handle personal data in accordance with the UK General Data Protection Regulation and Data Protection Act 2018. And will not disclose your data to any other third party, unless allowed or required to do so by legislation. For further details about the processing of your personal data please see the council's [Data Protection web page](#) and [Eequ's Privacy Policy](#).

The purpose of this privacy notice is to tell you about how we collect and use personal data in connection with our service. We may update this privacy notice from time to time. When we do this, we will communicate any changes to you and publish the revised privacy notice on our website.

Our main address is City Hall, College Green, Bristol, BS1 5TR and our contact details can be found on [Bristol City Website](#)

For **The Holiday Activities and Food (HAF) Programme** BCC is a data controller

What data we need to collect and use?

To provide this service, we will collect and use some or all of the personal information below:

- Name
- Date of Birth
- Address
- Free School Meal status
- School Name
- Unique Pupil Number
- Whether or not an individual is in care or has previously been in care
- Whether or not an individual is known to social care
- Whether or not an individual is a carer

To provide this service, we will also collect and use some or all of the special category data below:

- Whether or not an individual has an Education Health and Care Plan (EHCP)
- Whether or not an individual is registered as disabled
- Whether or not an individual has refugee or asylum seeker status



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- Whether or not an individual is identified as vulnerable for reasons outside of those listed above

This information will be either gathered by HAF funded organisations and provided by you or directly by you using the Eequ booking platform when accessing an activity or booking an activity in advanced.

How do we use your personal information?

We use this information for one or more of the following reasons:

- To evaluate the number of young people accessing the HAF programme over the duration of the funding.
- To verify which young people accessing the programme are in receipt of free school meals.
- To verify which young people accessing the programme are not in receipt of free school meals but are eligible for the programme through other vulnerabilities
- To improve evaluation of the funding and better understand its impact
- To ensure that funding is targeted towards children and young people who are in receipt of free school meals

What is the legal basis for our use of your personal information?

Our legal basis for using your personal information is:

- Article 6(1)(e) of the UK GDPR - processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Bristol City Council will be processing your personal information in order to undertake a task in the public interest through the [Holiday Activity and Food \(HAF\)](#) scheme. You can see a list of the full legal bases we may rely on by looking at [our main privacy notice](#).

Our legal basis for using special category data is:

- Article 9(g) of the UK GDPR - processing is necessary for reasons of substantial public interest, on the basis of domestic law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject domestic law

Under the public interest condition:

6. Statutory and government purpose

Who else might we share your personal information with?

Sometimes we may need to share your information, but we will only do so where we have a valid legal basis to share data. We will only share the minimum information for each circumstance. We may share some of your personal information with one or more of the following:

- Bristol Association for Neighbourhood Daycare (BAND)



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- Bristol Children's Scrapstore
- Learning Partnership West (LPW)
- Bristol Youth and Play Alliance
- Feeding Bristol
- Fareshare South West
- HAF Funded Organisations [Link here](#) for full list
- The Department for Education
- Eequ

Will my personal data be sent outside the UK?

No personal information is routinely sent or held outside the UK. Should the transfer of personal information outside the UK become necessary, it will only take place if permitted by law, and then only where there are appropriate safeguards in place to protect the data.

How long we will keep your personal information?

We will hold this information for as long as it is needed, or if we are required to do so by law. In practice this means that your personal information may be retained for the relevant period listed below:

- 2 years

After this, your personal information will be deleted.

Your rights as a data subject

The law gives you a number of rights to control what and how personal information is used by us, including the right to access a copy of your personal information and withdraw your consent when we rely on your permission to use your personal data.

Full details about your rights can be found in our [main privacy notice](#). If you are unable to access our digital Privacy Notice, please [contact Citizens Services](#) whom will be able to send a hard copy.

To update or correct your information if it is inaccurate please [contact Citizens Services](#).

To access a copy of your personal information, more details and how to make a request can be found on the [data protection subject access requests page on the council website](#). You can also contact the Your Holiday Hub Team by accessing the [get in touch page](#).

You can exercise any of these rights, ask questions about how we use your personal data or complain by contacting us at data.protection@bristol.gov.uk or by writing to our data protection officer at:

Data Protection Officer
Information Governance
Bristol City Council
City Hall

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College Green
Bristol
BS1 5TR

If you think we have dealt with your information inappropriately or unlawfully, you have the right to complain to the ICO at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Website: <https://ico.org.uk/>

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