



Rutland
County Council

School Holiday Activities

March 2021

The following privacy notice applies to children and young people attending the school holiday activities run by Rutland County Council in partnership with the Department for Education.

Information (personal data) collected & processed:

- Name of parent/carer
- Name of child/young person
- Age
- Address
- Tel number/email
- School attended
- Special Educational Needs
- Food allergies
- In receipt of free school meals

Agencies & partners we might share the information with:

- Activity providers
- Your child's school

Purpose for processing your personal data:

- To book a place on the activities
- To enable us to notify you of any changes
- To help us plan the activities
- To provide you with web links for online activities
- To provide you with resources
- To understand any support needs

Our lawful basis for processing the personal data:

Under the General Data Protection Regulation (GDPR), the legal basis we rely on for processing personal information for general purposes is:

Consent - The individual has given clear consent for you to process their personal data for a specific purpose. Children and young person's data is essential for the local authority's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain personal information to us or if you have a choice in this.

Under the General Data Protection Regulation (GDPR), the legal basis we rely on for processing **Special** personal information for general purposes is:

Explicit consent - The individual has given clear consent for you to process their personal data for a specific purpose. This must be expressly made, very clear and specific.

Personal data disposal and retention:

We will only keep your personal data for as long as it is needed for the purposes of the holiday activities 2021, this will be no longer than 3 months.

Cookies:

Cookies are small text files that are placed on your browser. To see how we use cookies, please follow this [link](#).

Your rights as a data subject:

By law, you have a number of rights as a data subject and this does not take away or reduce these rights. Your rights under the EU General Data Protection Regulation (2016/679) and the UK Data Protection Act 2018 applies.

All information is processed in accordance with the Rutland County Council data protection policy, please follow this [link](#).

These rights are:

- **Your right to get copies of your information** – you have the right to ask for a copy of any information about you that is used.
- **Your right to get your information corrected** – you have the right to ask for any information held about you that you think is inaccurate, to be corrected
- **Your right to limit how your information is used** – you have the right to ask for any of the information held about you to be restricted, for example, if you think inaccurate information is being used.
- **Your right to object to your information being used** – you can ask for any information held about you to not be used. However, this is not an absolute right, and we may need to continue using your information, and we will tell you if this is the case.
- **Your right to get information deleted** – this is not an absolute right, and we may need to continue to use your information, and we will tell you if this is the case.

Further information regarding to your data rights and how the Council will process your information please visit our website at www.rutland.gov.uk/dataprotection

If you are concerned about how we process your personal data:

If you are unhappy or wish to complain about how your personal data is used as part of this programme, you should contact Rutland County Council Data Protection Officer in the first instance:

Sue Bingham
Data Protection Officer
Rutland County Council
dataprotection@rutland.gov.uk
01572 758165

If you are still not satisfied, you can complain to the Information Commissioners Office. Their website address is www.ico.org.uk and their postal address is:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Security:

We use appropriate technical, organisational and administrative security measures to protect any information we hold in our records from loss, misuse, and unauthorised access, disclosure, alteration and destruction. We have written procedures and policies which are regularly audited, and the audits are reviewed at senior level.

Automated decision making or profiling:

No decision will be made about you solely on the basis of automated decision (human involvement) which has a significant impact on you.

Changes to our policy:

We keep our privacy notice under regular review, and we will make new versions available on our privacy notice page on our website. This privacy notice was last updated in March 2021.