

# Privacy Notice

## Why we collect data

Staffordshire County Council has received a grant from the government to support some families during school holidays because of increased costs (such as food and childcare) and reduced incomes. We will collect data to ensure that this grant is used to support families and vulnerable individuals who are experiencing financial hardship, so that their children can continue to receive a free healthy meal and access enriching activities.

## What data we collect

- Name of child
- Age of child
- Child's registered address
- Child's ethnicity
- Child registered as having Special Education Needs
- Name of parent, or carer
- Telephone number of parent or carer
- Parent or carer email address
- Your interest in receiving information about other free services which may help your family
- Consent to use any photographs or video footage captured

## How we collect your data

We will collect your data directly from yourself when you register your interest in this programme.

## **How we use your personal data**

We will use your personal information for a limited number of purposes and always in line with our responsibilities, where there is a legal basis to do so, and in line with your rights under the GDPR. When we collect personal data from you, we will only use it to provide services you have requested or require. We will not collect any personal data from you that we do not need.

We will use the information you provide in order to:

- deliver services and understand your needs
- maintain and update your records or contact details
- contact you where necessary
- obtain your opinion and feedback about the services we provide
- ensure that we fulfil our legal obligations
- Inform and fulfil our audit requirements

If we wish to use or share your data for any purpose other than that for which it was originally collected, we will provide information on these purposes. We will strive to make sure that the third party has sufficiently robust systems and procedures in place to protect your personal information.

Sometimes we may not be able to provide a service if you do not provide the information we need in order to do so.

## **How we share your data**

The information you provide us with will be to record your interest in the winter HAF offer.

Where necessary, information may be shared with the selected organisations delivering the Winter Holiday Activities and Food Programme (HAF) on our behalf. In such cases, the information provided is only the minimum necessary to enable them to provide services to you. These organisations are required to retain your information in a secure manner and only use it to undertake the services they provide to you as part of the Winter programme.

We are also required by law to protect the public funds we administer and may share information provided to us with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud. More information is available from the [National Fraud Initiative](#) website.

We collect data such as ethnicity as a way of measuring the equality of our services and to improve our services. It is important we deliver services that are accessible to all our communities.

We collect data on special needs and disability to monitor and ensure our services deliver and support the differing needs of our children.

This will help inform and improve services for future design.

## **How we look after your data**

Under the General Data Protection Regulations, we have a legal duty to protect any information that we hold about you. We take measures to safeguard your data and apply security standards and controls to prevent any unauthorised access to it. Information which you have provided to the council will be stored securely. It will only be used for the purpose(s) stated when the information was collected. The amount of time data is kept before being disposed of will vary depending on why it was collected, how it is used, and in line with any applicable UK laws. Our [retention and disposal schedule](#) gives details about how long we keep data.

## What are your rights?

Under the GDPR you, as the Data Subject, you have the right to:

- [access the information we hold about you](#)

This information is usually provided free of charge, but we may charge depending on the administrative costs of providing the information. You have the right to request this in machine-readable form so that it can, if required, be transferred to a third party.

- request that we rectify any information about you that is incorrect

Simple inaccuracies, such as address changes will be made. Depending on the purpose for processing, records (including statements and opinions) may not be changed. However, there may be the option for you to provide a supplementary statement which will be added to the file.

- request that records we hold about you are erased.
- restrict processing of the information we hold about you, if you have an objection to that processing, whilst your objection is investigated.
- request that any information that you have provided to us is given back to you in a format that you can give to another service provider if required.
- object to processing of your personal information including automated decision making and profiling.
- Make a complaint to a supervisory authority if you are not satisfied with how the information held about you has been handled.

## How to contact us

Please contact us if you have any questions about our privacy policy or the information we hold about you, or if you have a complaint about privacy or misuse of data.

Email: [dpo@staffordshire.gov.uk](mailto:dpo@staffordshire.gov.uk)

Post to:

Data Protection Officer  
Information Governance Unit  
Staffordshire County Council  
Staffordshire Place 2  
Tipping Street  
Stafford  
ST16 2LP

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the [Information Commissioner's Office \(ICO\)](#).

During this period of emergency, opt-outs will not generally apply to the data used to support the Covid-19 outbreak, due to the public interest in sharing information.

[Further information](#) is available on the Gov.UK website.