

## **Privacy Notice – Holiday Activity and Food Programme - February 2024**

This privacy notice is to be supplied to and for the attention of:

- A child aged 14 or over; and
- The parent or carer of any child

attending the Holiday activities and food programme.

If a local authority or other organisation funded to deliver the programme is already using a privacy notice (for example, to inform programme attendees of the processing of personal data to meet their own legal obligations as another data controller) the wording should be incorporated within that privacy notice.

### **What is the holiday activities and food programme (“the programme”)?**

This holiday provision is for school aged children from reception to year 11 (inclusive) who receive benefits-related free school meals. Benefits-related free school meals (FSM) are available to pupils if their parents are in receipt of one of the qualifying benefits, and have a claim verified by their school or local authority. Local authorities also have discretion to use up to 15% of their funding to provide free or subsidised holiday club places for children who are not in receipt of benefits-related free school meals but who the local authority believe could benefit from HAF provision.

### **Who we are:**

This programme is being funded through local authorities by the Department for Education (DfE). For the purpose of data protection legislation, DfE and local authorities are data controllers for the personal data processed as part of the programme when it is supplied to them.

### **How we will use your information**

If your child has attended a HAF-funded place at a holiday club, DfE receives the personal data about your child from the organisation funded to deliver the programme and / or your local authority. The information is used to so we can better understand who is being reached by the programme and use this evidence to support local authorities reaching disadvantaged children in need of support during the holidays. We will also use the information to evaluate the success of the programme and build a case for future funding.

More information about the aim of this programme is published on our website page at GOV.UK: <https://www.gov.uk/government/publications/holiday-activities-and-food-programme/holiday-activities-and-food-programme-2023>

### **The nature of your personal data we will be using**

The categories of your personal data that we will be collecting for this programme are:

- Pupil name
- Date of birth
- Free School Meal status
- Home postcode
- School name and local authority area

- Unique Pupil Identifier
- Whether classed as vulnerable

### **Why our use of your personal data is lawful**

In order for our use of your personal data to be lawful, DfE needs to meet one (or more) conditions in the data protection legislation. For the purpose of this project, the relevant condition is Article 6(1)(e) UK General Data Protection Regulation to perform a public task as part of our function as a department. Where we process Special Category data, we will only do so where we meet conditions under Articles 9(1)(g) (substantial public interest) or 9(2)(j) (archiving, research and statistics).

### **Who we will make your personal data available to**

We sometimes need to make personal data available to other organisations. These might include contracted partners (who we have employed to process your personal data on our behalf) and/or other organisations (with whom we need to share your personal data for specific purposes).

Where we need to share your personal data with others, we ensure that this data sharing complies with data protection legislation. For the purpose of this programme we will publish the names of any organisations with whom we need to share your personal data on our website page (see website link above).

### **How long we will keep your personal data**

DfE will keep your personal data for the purposes described above for up to one year.

We may keep the minimum necessary for longer where it is processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) of the UK GDPR subject to implementation of the appropriate technical and organisational measures required by this Regulation in order to safeguard your rights and freedoms.

### **Your data protection rights**

More information about how the DfE handles personal information is published here:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

Under the Data Protection Act 2018, you are entitled to ask if we hold information relating to you and ask for a copy, by making a 'subject access request'.

For further information and how to request your data, please use the 'contact form' in the Personal Information Charter at:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter> under the 'How to find out what personal information we hold about you' section.

If you need to contact us regarding any of the above, please do so via the DfE site at:

<https://www.gov.uk/contact-dfe>

Further information about your data protection rights appears on the Information Commissioner's website at: [Information Commissioner's Office \(ICO\)](https://www.ico.org.uk/)

### **Last updated**

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated on **22 February 2024**.

### **Contact information**

If you have any questions about how your personal information will be used, please contact us at <https://www.gov.uk/contact-dfe> and enter Holiday and activity programme as a reference. For the Data Protection Officer (DPO) please contact us via gov.uk and mark it for the attention of the 'DPO'.