



BMBC PRIVACY NOTICE

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At BMBC we are committed to protecting and respecting your privacy. This Privacy Notice tells you what you can expect when BMBC collects your personal information. This notice applies to information BMBC collect in relation to Holiday Activities and Food (HAF) Programme in Barnsley which is branded Healthy Holidays

Stage one: Who are we?

Barnsley Metropolitan Borough Council (the Council) delivers the government's funded Holiday Activities and Food Programme in Barnsley (branded Healthy Holidays). The programme delivers activities and healthy meals during the school holidays for children from reception to year 11 who are in receipt of benefit-related free school meals. 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 the provision.

The council have partnered with Eequ to provide a booking system. All personal data held is processed in accordance with data protection law. The Data Controller for the information outlined in this Privacy Notice is Barnsley Council. Eequ is working as a Data Processor and will process your information on behalf of the council.

Stage two: What type of personal information we will collect from you

In order to provide the activities for you and your family it is necessary to collect and hold personal information about you and your child/ren. This information will include:

- Full name of child
- DOB/age
- Eligible for benefits (Free School Meals - FSM etc.)
- Home Address
- School
- Gender
- Any health or other needs related to help keep children safe

- Ethnicity
- Emergency contact information

Eequ will collect personal data from providers and families to ensure the smooth running of the programme. Barnsley Council and Eequ will handle personal data in accordance with the UK General Data Protection Regulation and Data Protection Act 2018 and other relevant legislation 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 webpage [Your Privacy](#) and Eequ's Privacy Policy [Eequ Privacy Policy](#)

We will not collect any information from you that we do not need in order to provide and oversee this service to you.

Stage three: Why do we need your personal information?

We will collect information about you (where applicable) to:

- Determine the eligibility of children for the Holiday Activity Fund (HAF). This includes sharing eligibility data with neighboring Local Authorities where children live in Barnsley but go to school outside Barnsley.
- Connect parents and providers in high-risk groups to connect to support children so they have a high-quality activity with food over the school holidays.
- Share any medical or personal data (e.g. food allergies, additional needs) to help keep children safe.
- Co-ordinate an effective response to a holiday activity fund (HAF) from the council and the wider community.
- Contact you with service updates relating to the Holiday Activity Fund.

Stage four: How we will collect your personal information

Your information will be collected when you book a place for your child/children on a holiday club through the online booking system Eequ. Data may be collected in person by the club provider on attendance at a club.

Stage five: Our Legal Basis for processing your information

The collection and use of your information is considered to be part of Barnsley Council's public task. The processing and sharing of personal data in this way is required for the purpose of coordinating the HAF programme effectively, as outlined in the Department for Education (DfE) HAF guidance:

[Department for Education HAF guidance](#)

The legal basis for processing the data is in the public interest or in the exercise of official authority (Article 6.1e UK GDPR).

Stage six: Why we may need to share your information

We may share your information with partner organisations, including:

- Activity Providers where parents have signed their child up to complete an activity or attend a club.
- Council, voluntary and community groups to provide the support required.
- Anonymised data will be shared with the Department for Education (DfE) for the purpose of submitting the Holiday Activities and Food (HAF) return which is a requirement of the funding received by Barnsley Council.

We will not normally share your information with organisations other than our partner organisations without your consent, however, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

Specific agreement is not required to share personal information in the following circumstances:

- the law states that we can
- there is a risk of serious harm or threat to life
- we are directed by a court of law

However, where possible we will always seek your agreement to share your information.

Stage seven: Who we may share your information with

To enable us to provide our service to you we will share your information with:

- Third party providers of the sessions you have booked on.
- The Department for Education (DfE).

Where your information is shared with the DfE become the controller of the information supplied to them. The DfE require some of your information so they can better understand who is being reached by the programme and use this evidence to support reaching disadvantaged children in need of support during the holidays. The DfE will also use the information to evaluate the success of the programme and build a case to enable future funding.

Stage eight: How long will your information be kept?

We will only retain your personal HAF data for as long as reasonably necessary to fulfil the purposes we collected it for, including for the purposes of managing your HAF booking needs or DfE reporting requirements. We will retain your personal HAF data so that you can book future activities without the need to re-enter information. Data collected for the HAF programme during checkout will be kept until the Termination of the Data Processing Agreement in place with Eequ.

Eequ's Privacy Policy details how Eequ may retain your personal data for the purpose of using the booking platform for other non-HAF activities: [Eequ Privacy Policy](#)

All information will be held securely and destroyed under confidential conditions.

Stage nine: What will happen if you fail to provide personal information?

It is important that we hold accurate and up to date information about you in order to assess your needs and deliver the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

If information is not provided, it will prevent your child/children from accessing HAF.

Stage ten: How to access and control your personal information

BMBC have a Data Protection framework in place to ensure the effective and secure processing of your information. For details on how your information is used, how we maintain the security of this and your rights to access the information we hold about you, please refer to the [Barnsley Metropolitan Borough Council privacy notice](#)

Should you need to contact the council to discuss how we use your information, please contact the Information Governance Team by email at informationrequests@barnsley.gov.uk. If you are not satisfied with our response you may contact our Data Protection Officer on DPO@barnsley.gov.uk

If you are not satisfied with the way we have handled your information, the Information Commissioners Office (ICO) is the UK's independent authority upholding information rights in the public interest and can be contacted at www.ico.org.uk