

HAF PROGRAMME – COORDINATE SPORT PRIVACY NOTICE

Short Privacy Notice – COVID19

North Lincolnshire Council has partnered with Coordinate Sport as part of the Fuelled Holiday Activity and Food Programme to deliver an exciting holiday offer for children and families including those on benefit related free school meals. Coordinate Sport will collect personal data from Providers and Families to ensure the smooth running of the programme.

North Lincolnshire Council and Coordinate Sport will handle personal data in accordance with the UK General Data Protection Regulation / 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 North Lincolnshire Council [Full Privacy Notice](#) and other information on the council's Data Protection and Privacy web page and on Coordinate Sport's web page.

Full Privacy Notice – COVID19

Data Controller

North Lincolnshire Council with Coordinate Sport working as a Data Processor.

Data Protection Officer

The North Lincolnshire Council Data Protection Officer is Phillipa Thornley, and she can be contacted by email using informationgovernanceteam@northlincs.gov.uk or at Church Square House, 30-40 High Street, Scunthorpe, DN15 6NL.

Contact details for the HAF Programme

North Lincolnshire Council – Community Participation & Wellbeing
Church Square House
30-40 High Street
Scunthorpe
North Lincolnshire
DN15 6NL

Email: Fuelled@northlincs.gov.uk

Telephone: 01724 297270

Website: www.northlincs.gov.uk/fuelled

Purpose of this Privacy Notice

This Privacy Notice tells you about how North Lincolnshire Council is using personal data in relation to the Fuelled 2021 Holiday and Activity and Food programme, funded by the Department of Education.

What do we mean by personal confidential data?

Personal data relates to living persons and is information that can be used to identify an individual such as name, date of birth, address, or postcode.

What data do we have?

Family data -

Full name of child

DOB/age

Eligible for benefits (Free School Meals - FSM etc.)

Address

School

Bank details for paying for sessions

Gender

Any health or other needs related to help keep children safe

Ethnicity

Provider Data -

Name of Company / Activity

Address and postcode

Email address for participants

Contact phone number

Admin user first name

Admin user last name

Current booking system used

Activities on offer

In all cases the data collected is limited to what is considered proportionate and necessary.

What do we do with the data we have?

We use the data to help us to:

- Determine the eligibility of children for the Fuelled Holiday Activity and Food Programme
- Connect parents and providers in high risk groups to connect to support children so they have a high quality activity with food over the Summer 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 and food offer from the council and the wider community.

Who do we share your data with?

We may share personal information with organisations, including:

- Providers where parents have signed their child up to complete an activity.
- Council teams to provide the support required.
- Voluntary and community groups to provide the support required.

- Healthcare service providers, welfare professionals, and partner organisations.
- Education providers.

How do we get your personal data and why do we have it?

We collect personal data in ways including:

- From individuals themselves (adults and children / young people)
- From others making a referral
- From employees
- From council departments
- From other organisations, such as health and care providers

In addition, we are using some existing personal data from our business systems.

The lawful basis we are relying on to process personal data is:

- (a) To perform a task in the public interest – Article 6(1)(e):

Local authorities are statutorily responsible for safeguarding in relation to children in need, under s.17 of the Children Act 1989, and looked after children under s.20 of the Children Act 1989.

The lawful basis we are relying on to process special category personal data is:

- (a) Substantial public interest – Article 9(2)(g).

This is permitted if one of the conditions in Part 2 of Schedule 1 of the Data Protection 2018 can be met. In this instance those most likely to be met are:

- To fulfil an explicit statutory or government purpose
- Protect the public
- Support for individuals with a particular disability or medical condition
- Safeguard children or individuals at risk
- Safeguard the economic wellbeing of certain individuals

The special category personal data being collected is ethnicity, as requested by the Department for Education and health data to keep children safe in relation to food allergies and suitable activities.

Please note that we will not process your personal data for a purpose that is incompatible with the reason it was collected for unless this is allowed or required under Data Protection legislation.

Can I withdraw my consent?

Yes, but only where personal data has been collected and used on the lawful basis of consent.

How do we store your information and for how long?

Our employees have contractual obligations of confidentiality, enforceable through disciplinary procedures and receive appropriate training on confidentiality and other aspects of Information Governance.

We take organisational and technical measures to ensure the information we hold is secure – such as using secure locations, restricting access to authorised personnel, and protecting personal and confidential information held electronically. We only exchange personal confidential information using secure methods, such as encrypted email.

Your personal data is retained in accordance with national guidance and our legal obligations. In this instance we will retain your personal data for as long as is necessary to provide the necessary services or support, and to respond to any queries or complaints. The personal data may be anonymised and kept for a longer period for statistical purposes.

Your Data Protection Rights

Under Data Protection law, you have rights including:

- **Your right of access** - to ask us for copies of your personal information.
- **Your right to rectification** - to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - to ask us to restrict the processing of your information in certain circumstances.
- **Your right to object to processing** - to object to the processing of your personal data in certain circumstances.
- **Your right to data portability** - to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

To make a request please contact us at inforequest@northlincs.gov.uk, 01724 296224 or North Lincolnshire Council, Church Square House, 30 – 40 High Street, Scunthorpe, DN15 6NL.

How to Complain

The main point of contact at the council for Data Protection matters is our Data Protection Officer (DPO). If you have any Data Protection concerns about the collection of personal data for COVID19 and wish to make a complaint please contact our DPO, as follows:

Phillipa Thornley

Email: informationgovernanceteam@northlincs.gov.uk

Telephone: 01724 296224

Post: North Lincolnshire Council, Church Square House, 30-40 High Street, Scunthorpe, DN15 6NL

If you remain unhappy you can also complain to the ICO, as follows:

Website: [Information Commissioner's Office](https://www.ico.org.uk)

Post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, Telephone: 0303 123 1113