

Brent Holiday Activities and Food (HAF) Programme Attendee Privacy Notice

Full version

You are providing your information to Brent Council's Commissioning team (Forward Planning, Performance & Partnerships, Children & Young People), HAF@brent.gov.uk. The Council's Data Protection Officer can be contacted via dpo@brent.gov.uk , or 020 8937 1402.

Your information is collected for the purpose of providing children & young people / families the opportunity to attend the Holiday Activities and Food (HAF) Programme, to check programme eligibility, and for the ongoing promotion, delivery, reporting and monitoring of the Holiday Activities and Food Programme as required to fulfil the council's duties under the following legislation:

Legislation

Section 31 Grant Determination for the Holiday Activities and Food Programme
Local Government Act 2003

Context

Information will be collected and processed in order to effectively deliver and monitor the Holiday Activities and Food Programme between financial years 2020/21 and 2024/25, for the ongoing promotion, delivery, reporting and monitoring of the Holiday Activities and Food Programme, to check attendee eligibility, to evidence the spending of the HAF Programme grant and the extent to which the aims and objectives of the grant have been met, and to fulfil reporting requirements to Brent Council and the Department for Education.

The categories of personal data that will be processed include date of birth, full name, gender, ethnic group, vulnerability status, SEND status, and evidence of eligibility.

Your information will be shared with the following organisations.

Organisation

Brent Council
Department for Education
Relevant HAF Programme Providers

Information collected includes full name, date of birth, school year group, SEND status, home postcode, school name and LA area, Free School Meal status, vulnerability status, evidence of

Context

eligibility, and number of days attending HAF provision. This information is collected for the purposes of ensuring the effective delivery and monitoring of the HAF Programme, to conduct attendee eligibility checks, for the ongoing promotion, delivery, reporting and monitoring of the Holiday Activities and Food Programme, and to fulfil reporting requirements to Brent Council and the Department for Education.

The council obtains information from the following sources.

Organisation

Brent Council internal systems and records

HAF Programme Providers

Context

Information collected includes full name, date of birth, school year group, SEND status, home postcode, school name and LA area, Free School Meal status, vulnerability status, evidence of eligibility, and number of days attending HAF provision. This information is collected for the purposes of ensuring the effective delivery and monitoring of the HAF Programme, to conduct attendee eligibility checks, for the ongoing promotion, delivery, reporting and monitoring of the Holiday Activities and Food Programme, and to fulfil reporting requirements to Brent Council and the Department for Education.

Once your information has been collected by the council, it may be used by other council departments, where necessary, to provide a complete service to you. It is for this reason that we do link your information together, for example, to save you providing your information more than once.

Brent Council does not process your information with third countries outside of the UK without the safeguards being in place that are equivalent to the Data Protection Act 2018 or the UK General Data Protection Regulations (UK GDPR).

Your information shall be processed and retained for the duration of the Holiday Activities and Food Programme (financial years 2020/21 – 2024/25) and its subsequent reporting period.

You have a right to withdraw your consent at any time by emailing HAF@brent.gov.uk.

If you fail to provide the personal data, you may be unable to access a funded place on Brent's Holiday Activities and Food Programme.

Brent Council shall process your information in adherence to your information rights under the Data Protection Act 2018 and the GDPR.

Brent Council is required by law to protect the public funds it administers. We may use any of the information you provide to us for the prevention and detection of crime. We may also share this information with other bodies that are responsible for auditing or administering public funds including the Public Sector Audit Appointments Ltd, National Audit Office, Financial Reporting Council, Cabinet Office, the Department for Work and Pensions, and other local authorities, HM Revenue and Customs, and the Police.

In addition to undertaking our own data matching to identify errors and potential frauds we are required to take part in national data matching exercises undertaken by the National Fraud Initiative. The use of data by the National Fraud Initiative in a data matching exercise is carried out under the Local Audit and Accountability Act, 2014. It does not require the consent of the individuals concerned.

If you are dissatisfied with the processing of your information, you can raise your concern with the council's data protection officer. You have a right to lodge a complaint with the Information Commissioner's Office (<https://ico.org.uk/>).

Further information can be found at www.brent.gov.uk/privacy