Privacy Notice for Holiday Activity Fund

Service Area: Education
Directorate: Children's and Education

Nottingham City Council
Information Compliance

January/2026

The **Holiday Activity Fund** is delivered by Nottingham City Council, who are the data controllers for the personal data (or personal information) that we process about you. When we process personal information relating to you, we will only do so when it is necessary and where we have a lawful reason to do so.

We will use the information provided by you for a number of reasons, depending on the service or reasons for interacting with you. This includes:

- For NCC to make a Holiday Activity scheme available to parents in the Nottingham City area by using the EEQU booking system to ensure the programme is accessed by eligible children and families (those in receipt of means tested Free School Meals).
- To help promote activities to families.
- To report participation levels to the DfE post programme to comply with funding requirements. This information is anonymised and includes figures of attendance only.
- Signposting of other services must be provided for all families to ensure support is visible for families outside of holiday periods.

When we process your personal information, we will comply with data protection legislation and enable you to exercise your rights contained within the legislation.

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What personal information will the Council process?

The information collected about you is for the purposes of operating the Holiday Activity Fund. The Holiday Activity Fund booking system collects the below information when you create an account on the system to register to attend provision. This information is shared with activity providers onto whose provision you have booked your child or young person to help safeguard children and young people accessing Holiday Activity Fund sessions. Nottingham City Council also use the booking system to monitor and report on participation of the Holiday Activity Fund programme to the Department for Education.

- Name
- Gender
- Date of Birth
- Post Code
- Email Address
- Contact Number
- Dietary Requirements - *that would require adaptations on delivery, medication, or risk assessment*
- SEND Needs - *that would require adaptations on delivery, medication, or risk assessment*

The information we process about you may include the following 'special categories of personal data':

- Race or Ethnic origin
- Physical or mental health

Lawful basis for processing

The basis under which we use your personal information for these purposes is that this is necessary for the monitoring, participation in and the delivery of the Holiday Activity Fund, carried out in the public interest by the Council or in the exercise of official authority vested in the Council.

It is necessary for the performance of a task carried out in the public interest by the Council, under Article 6(1)(e) of the DPA 2018 and for the processing of special category data under Article 9(2)(c) of the GDPR 2018.

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The condition under which we process 'special categories of personal data' is that such use is it is necessary for reasons of substantial public interest and in accordance with the provisions of the UK General Data Protection Regulation and the Data Protection Act 2018.

Will my information be shared with other organisations or used for other purposes?

The Council will only share your personal information with other departments within the Council, and with other organisations when it is necessary to provide the services to you, and when we have a lawful reason to do so. The Council may also share your information when we are obliged to by law.

In relation to this service, the Council may share your statistical information (for monitoring and audit purpose) with:

- **The Holiday Activity Fund booking system provider (EEQU)**
- **Department for Education**

The information may also be used for the purpose of any other function carried out by the Council. This may include sharing your information across the Council. Information about these functions and the legal basis on which information is used for them can be found at http://www.nottinghamcity.gov.uk/privacy-statement/

The information will only be used for another purpose where it is lawful to do so.

Do I have to provide the information?

You **are** not obliged by statute or contract to provide the information that is specified here. However, if we were not able to process your personal data **you will not be able to access the Holiday Activity Fund programme.**

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How long will the Council retain the data for?

The Council will retain personal data in line with its record retention schedule. We will only retain your personal 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 may retain your personal data for a longer period in the event of a complaint or if we reasonably believe there is a prospect of litigation in respect to our relationship with you.

To determine the appropriate retention period for personal data, we consider the amount, nature and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means.

Both the booking system provider and the Council will destroy data securely once it is no longer required.

The Council publish an Information Asset Register (IAR), this will outline the retention periods for the personal data we process. You can find this IAR on our website https://geoserver.nottinghamcity.gov.uk/information-asset-register/

Information Rights

The UK General Data Protection Regulation provides for the following rights as prescribed by the legislation:

- A right to request a copy of your information
- A right to request rectification of inaccurate personal data
- A right to request erasure of your data known as 'the right to be forgotten'
- A right to in certain circumstances to request restriction of processing
- A right in certain circumstances to request portability of your data to another provider
- A right to object to processing of data in certain circumstances
- A right regarding automated decision-making including profiling

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However, Nottingham City Council can restrict the above rights in certain circumstances for example to avoid obstructing an investigation, avoid prejudicing the prevention, detection, investigation or prosecution of criminal penalties or to protect the rights and freedoms of others.

Data Protection Officer

You can contact the data protection officer at:
Loxley House,
Station Street,
Nottingham,
NG2 3NG
or at data.protectionofficer@nottinghamcity.gov.uk .

Information Commissioner's Office

The Information Commissioner's Office (ICO) website provides guidance on data protection and privacy matters, you can visit the website at www.ico.org.uk. You also have the right to complain to the ICO if you consider that the Council have processed your personal data incorrectly or that we have breached our obligations to you. You can contact the ICO at:

Wycliffe House,
Water Lane
Wilmslow,
Cheshire
SK95AF

www.ico.org.uk

Further Information

For more information about these rights please refer to our detailed privacy statement at https://www.nottinghamcity.gov.uk/privacy-statement .

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