Privacy Notice (How we use your information)

Families Together Registration and Booking System

Kirklees Council runs the Families Together Registration and Booking System.

We use this system to help children, young people and families find, book and take part in services, support, events and activities. The system is provided by Eequ and supports programmes including Family Hubs, Best Start for Life, Holiday Activities and Food (HAF), Short Breaks and other Families Together services

Why do we collect your information?

The categories of information that we collect, process, hold and share include:

Personal information

- Names
- Addresses
- Dates of birth
- Telephone numbers
- Email addresses
- Emergency contact details
- Information about schools attended
- Information about activities and services used

Sometimes we may also need extra information to help us provide safe and suitable support, such as:

- Medical information
- Allergies
- Dietary requirements
- Disabilities
- SEND information
- Accessibility needs
- Language needs

We only ask for information that we need.

Automated checks

The system may automatically:

- Check eligibility rules.
- Manage waiting lists.
- Prevent duplicate bookings.
- Produce reports about programme use.

Important decisions about you will not be made by a computer alone without human involvement.

Why we collect and hold this information

We collect information so that we can:

- Register you or your child for activities and services.
- Manage bookings and waiting lists.
- Check eligibility for funded activities.
- Contact you about bookings and events.
- Make sure children and young people are safe.
- Understand what support families need.
- Improve our services.
- Report to organisations that fund our programmes.

this information

Under Article 6 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- 6(1)(e) We need it to perform a public task.

These legal bases are underpinned by acts of legislation that dictate what actions can and should be taken by local authorities. This includes, but may not be limited to:

- Children's Act 1989

Special category data

In order to do this work, we also need to collect some special category data. This is personal data that needs more protection because it is sensitive. Under Article 9 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing special category information are:

- **9(2)(g) Substantial public interest*:** processing is necessary for reasons of substantial public interest which will be proportionate and respect the essence of data protection.
    - List conditions:
    - Conditions 16 (support for individuals with a particular disability or medical condition) and 18 (safeguarding of children and individuals at risk).

How we store your personal information

We take your privacy seriously.

We protect your information by:

- Using secure systems
- Restricting who can see information
- Using passwords and security checks
- Training staff in data protection
- Checking our systems regularly

How long do we keep your information?

We keep information only as long as we need it.

Different types of information may be kept for different lengths of time. When information is no longer needed, it is securely deleted.

Who we may share your information with

We only share information when it is needed.

This may include:

- Kirklees Council staff
- Activity providers running programmes you have booked
- Schools
- Health services
- The Department for Education (DfE)
- Organisations that help fund or inspect services

Providers can only see information they need to deliver the activity or service you have booked. They cannot see information about activities they do not run.

Your data protection rights

What are your rights?

You have the right to:

- Know how we use your information.
- Ask to see the information we hold about you.
- Ask us to correct information that is wrong.
- Ask us to limit how information is used in some situations.
- Object to how information is used in some circumstances.
- Withdraw your consent where consent has been used.

Under data protection law, you have a number of rights, including the right to have your records rectified and the right to ask for access to all the information the Council holds about you. These rights are listed in more detail on Kirklees Council's Data protection rights page.

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.

Please contact us at Data.protection@kirklees.gov.uk if you wish to make a request.

Further information

If you would like further information about how we manage your data, please see the Kirklees Council privacy notice.

If you have any questions about this privacy notice, please contact:

Information Governance Team
Kirklees Council
Email: Information.Governance@kirklees.gov.uk

Data Protection Officer

Email: DPO@kirklees.gov.uk

If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at DPO@kirklees.gov.uk or by ringing 01484 221000.

Making a complaint

If you are unhappy with how we have used your information, you can contact the Information Commissioner's Office (ICO) via the or by ringing 0303 123 1113.‘‘Contact us’ page on their website,