

HeadStart Blackpool Privacy Notice

Who is responsible for your data?

HeadStart Blackpool is part of Blackpool Council. It is a Big Lottery funded programme to increase the emotional wellbeing and resilience of young people in Blackpool.

The Council is the Data Controller for the personal information you provide as part of the programme. The Council's Data Protection Officer can be contacted at dataprotectionofficer@blackpool.gov.uk or by writing to Data Protection Officer, PO Box 4, Blackpool, FY1 1NA.

What information do we need?

Whenever people take part in HeadStart, we will collect information from or about:

- Children and young people. For example when a child takes part in a HeadStart activity;
- Parents, guardians and carers. For example if a parent comes to one of our training sessions;
- Professionals and employees. For example if a staff member receives training;
- Volunteers and apprentices. For example if a volunteer helps deliver one of our activities.

The information we collect will vary across HeadStart but includes:

- Information given to us. For example, many of our services require us to collect a register of attendees which might include names, contact details, medical information, consent forms. This may also be collected from schools who are participating in the HeadStart programme;
- Information we get from you when you or your child participates in HeadStart. We collect information about the services used and how you use them, like how many times you attends an activity or which activities you have taken part in;
- Information about the difference HeadStart is making. We use surveys to collect data on health and wellbeing and feedback forms to make sure that we know if HeadStart is working, and change it if we need to. We sometimes use this information to identify people who HeadStart can support;
- Additional information for research. For example we might interview or observe participation in HeadStart and make transcripts so that we can learn more about how HeadStart is working;
- Media. We may collect photographs, video or audio, information from social media. For example we may get young people to produce video logs (vlogs). We will follow council policies regarding the use of this information and provide options for when and how it will be used.

When you take part we will always inform them and provide clear options to participate in the collection of information. One way in which we may do this is when we talk to you.

Why do we need this?

We need to collect and hold information so that we can:



- Deliver the HeadStart programme and offer our support to those who might benefit from it;
- Identify people who might benefit from HeadStart so support can be made available;
- Contact people who take part in HeadStart to give or ask for information;
- Help the Big Lottery and their partners to monitor the programme and carry out national research;
- Understand local needs in order to provide services which meet them;
- Understand how well the project is working in Blackpool;
- Match data on participation in HeadStart to changes in people's lives and their need for support in the future;
- Promote or publicise what HeadStart is doing.

We will remove personally identifiable information where used in research and when we create the statistics.

We are allowed to ask for your personal information or your child's information as HeadStart Blackpool and the Council have a duty under The Children Act (sections 10(1) & 10(2)) to promote cooperation to improve the well-being of children and young people, especially in respect of their physical and mental health and emotional well-being together with their contribution to society; and has a duty under the Local Government Act 2000 to use its finances to assist in promoting or improving the health and social wellbeing of its citizens including children and young people. These are public tasks which are in the public interest.

Who will we share your information with?

In order to meet the requirements of our Big Lottery contract, and to support the purposes of collecting information above, we need to pass information to other people and organisations that support HeadStart. We share this information only for the same HeadStart purposes as listed above.

We may also ask for information about you from HeadStart partners and match new information with existing information we already have. For example we might match information on a pupil who has attended a HeadStart activity to their attendance or educational attainment records. We may also work with partners in health or other public services to share information that helps us identify wider outcomes from HeadStart, such as health or employment changes.

When we share information for research purposes, we will ensure a contract is in place and wherever we can, information will be anonymised but in some circumstances we may need to share identifiable information. If we do this we use passwords, encryption and secure file systems to protect information and ensure appropriate legal agreements to protect your data are in place first.

We may share your data with other organisations or agencies if required to do so by law

We will share your information with others if we are required to do so by law. We do not transfer your information to a third country (that is a country outside of the EEA). We do not use the information you have provided for an automated decision-making or profiling.



Where will my information be stored?

The information will be collected on paper forms and electronically from you and will be stored securely by HeadStart and its contracted partners. You can find information about how long we keep your data in our retention schedule at www.blackpool.gov.uk/retention.

Your Rights

You have a number of rights relating to the processing of your information and your child's information, including the right to access the information we hold about you or your child (via a Subject Access Request), the right to erasure (the right to be forgotten) and the right to have inaccurate data corrected. More information about your rights can be found on the Council's website (www.blackpool.gov.uk/privacy), the Information Commissioner's website (www.ico.org.uk) or you can ask for information about these rights from the Council's Data Protection Officer.

Where we have asked for your consent when you provided the information to us, you have the right to withdraw this consent. This may affect the service we provide to you but you can withdraw your consent by contacting the Council's Data Protection Officer.

Complaints

If you are not happy with how HeadStart Blackpool has handled your personal information, in the first instance you can contact to us to give us an opportunity to resolve this with you.

You should contact the Data Protection Officer if you have a complaint.

Alternatively, you can complain to the Information Commissioner. Their contact details are: Information Commissioner's Office, Wycliffe House, Water Lane, WILMSLOW, Cheshire, SK9 5AF, Telephone 0303 123 1113 (local rate) or by email to casework@ico.org.uk

