Young Peoples Services Privacy Notice

Date and version 30th August 2023 – version 2.2

# What this privacy notice is for

Our core data protection obligations and commitments are set out in the council’s primary privacy notice at [www.oldham.gov.uk/DataProtection](http://www.oldham.gov.uk/DataProtection)

This notice provides additional privacy information for:

All users (including young people), business partners and suppliers of and to the:

* Youth Service – including the Youth Service, The Youth Council, Children in Care Council and Barrier Breakers
* Outdoor and Environmental Education service
* Holiday Activity and Food (HAF) programme

## Updating our privacy notices

We may update or revise our privacy notices at any time so please refer to the version published on our website for the most up to date details.

# What we use your information for

We collect your personal information for the following purpose(s):

* To provide services for all users of our business area
* To help us to look after you/your young person whilst in our care including understanding the needs of you/ your young person
* To manage activity bookings and provision of equipment
* To seek appropriate permissions to participate in activities
* To promote and market our services and opportunities directly to you and also in the public domain (where your consent is obtained)
* For statistical analysis and reporting; including statutory reporting
* To ensure equality of access to provision

# What categories of personal information we use

Personal information can be anything that identifies and relates to a living person. This can include information that when linked with other information, allows a person to be uniquely identified. For example, this could be your name and contact details.

The law treats some types of personal information as ‘special’ because the information requires more protection due to its sensitivity. This information consists of:

* Racial or ethnic origin
* Sexuality and sexual life
* Religious or philosophical beliefs
* Trade union membership
* Political opinions
* Genetic and bio-metric data
* Physical or mental health
* Criminal convictions and offences

In order to carry out these purposes we collect and obtain the following personal information.

| **Category of personal data** | **Special/ Sensitive** |
| --- | --- |
| Personal details (e.g. name, address, contact details) |  |
| Date of birth |  |
| Gender |  |
| Racial or Ethnic origin | Yes |
| Sexual orientation | Yes |
| Religious or Philosophical beliefs | Yes |
| Physical or mental health including any access needs/adjustments, dietary needs, medical conditions/allergies and medication taken | Yes |
| Lifestyle and social circumstances (eg. housing, employment, income, marital status, free school meals entitlement) |  |
|  |  |

# Legal basis for processing

The legal bases for processing and or sharing your personal information are:

* Where you consent to participate in any of our programmes and services and/or receive marketing information from us
* Where we are fulfilling the requirements of a contract
* Where we have a vital interest in processing your personal data eg. emergency/safeguarding situations
* Where we have a legal obligation/public task
* Where have a legitimate interest

Examples of legislation that support some of our processing activities are listed below:

* The Care Act 2014
* The Public Services (Social Value) Act 2012\_ Subsection 7
* Local Government and Public Involvement in Health Act
* Equality Act 2010
* Local Government Act 2003
* The Education Act
* Health & Safety Act 1974

# Information sharing/recipients

We may share personal information about you with:

* Other business areas of Oldham Council
* Other Local Authorities
* Government departments such as Department for Education, Health & Safety Executive, DWP
* NHS and other health/social care organisations
* Police
* Schools and other educational organisations
* Businesses and voluntary organisations providing services to us and on our behalf
* When you ask us to share your personal details with a third party

As well as information collected directly from you, we also obtain or receive information from:

* Other business areas of Oldham Council
* Other Local Authorities
* Government departments such as Department for Education, DWP
* NHS and other health/social care organisations
* Police
* Schools and other educational organisations
* Businesses and voluntary organisations providing services to us and on our behalf
* Any other third parties such as employers, family members and general members of the public

# Data Transfers beyond European Economic Area

We do not transfer any of your personal information outside the European Economic Area (‘EEA’).

# Automated Decisions

All the decisions we make about you involve human intervention.

# How long we keep your data

We will only keep your personal information for as long as the law specifies or where the law does not specify this, for the length of time determined by our business requirements.

# Where can I get advice

More information on how to seek advice in order to exercise your rights, raise a concern or complain about the handling of your personal information by the council can be found in the council’s privacy notice which can be found at [www.oldham.gov.uk/dataprotection](http://www.oldham.gov.uk/dataprotection)