

## **Privacy Notice - Education Services**

### **Holiday Lunch Club Booking System**

#### **What information is held?**

West Lothian Council Education Services will require some personal information relating to you and your child when you use the Holiday Lunch Club Booking System.

This information will include:-

- Personal information – e.g. full name of parent(s)/guardian(s)/carer(s) and child/children you wish to request a place for, as well as contact numbers
- Any medical information
- Dietary requirements (if applicable)
- Any additional support needs information
- Relevant supporting information such as free school meal eligibility

The personal information you provide allows West Lothian Council Education staff to deliver an appropriate Holiday Lunch Club service to your child.

#### **Who is processing my data?**

All personal information is held and processed by West Lothian Council in accordance with data protection law. Your information will also be shared with Community Action Blackburn if you have requested that your child attend their club. This would be for the same purpose requirements as to those of West Lothian Council Education Services.

#### **How will we use the information we hold about you?**

West Lothian Education Services will collect and use personal data relating to parent(s)/guardian(s)/carer(s) and their child/children in order to meet our legal requirements when providing the Holiday Lunch Club service during the holiday period.

The information will only be used:-

- To contact you when required
- To ensure appropriate activities for the children attending the Holiday Lunch Club
- To provide appropriate care
- To assess the quality of our service
- To safeguard the children

#### **Who we will share your information with?**

In order to carry out our legal requirements, information regarding your child is shared with the relevant Education staff within West Lothian Council in order to provide an appropriate Holiday Lunch Club service. All information we gather for this purpose is held within a secure information management system.

We will also be required to share the information we get from you with Community Action Blackburn if you have requested that your child attend their club.

### **How long do we keep your records?**

Any personal information that we receive in relation to the holiday lunch club will be kept under law for 18 months from the last day that your child attends the lunch club. This is for census purposes.

### **How can you see the information we hold?**

You have a right to request your information and in some cases ask for it to be changed or deleted. In some cases there may be a legal requirement to keep your data for a specified length of time. To request to see all of the data we hold, you will need to put your request in writing to:- *West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF.*

### **How can you make changes to your information?**

It is important the information we hold is correct. If you need to make any changes, you can do this by emailing: [EducationCustomerServices@WestLothian.gov.uk](mailto:EducationCustomerServices@WestLothian.gov.uk) or phoning the Education Customer Services Team on 01506 281952.

### **Who to contact if you need to make a complaint**

If you wish to complain about the way your information is held or processed, you can do so by e-mailing: [EducationCustomerServices@WestLothian.gov.uk](mailto:EducationCustomerServices@WestLothian.gov.uk) or phoning Education Customer Services on 01506 281952.

If you wish to contact the Council's Data Protection Officer direct by you can do so by emailing: [DPO@WestLothian.gov.uk](mailto:DPO@WestLothian.gov.uk) or by writing to:- *West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF* - addressing any correspondence for the attention of the Data Protection Officer. You can also contact the Information Commissioners Office (ICO), the UK's independent authority set up to uphold information rights in the public interest, by going to: <https://ico.org.uk/>.