

Privacy Notice for Holiday Activities and Food Programme (HAF) London Borough of Barking and Dagenham

Information Held About You

The London Borough of Barking and Dagenham (LBBD) is delivering the Holiday Activities and Food Programme (HAF), funded by the Department for Education, to provide free activities and healthy meals during school holidays for children aged 5 to 16 who are eligible for benefits-related free school meals.

To deliver this programme effectively, we need to collect and hold personal information about you and your child(ren).

This may include:

- Full name of child
- Date of birth / age
- Eligibility for benefits (e.g. Free School Meals)
- Home address
- School
- Gender
- Any health or support needs relevant to keeping children safe
- Ethnicity

LBBD may work with a third-party booking platform and activity providers to collect and manage this data. All personal data will be handled in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and other relevant legislation.

Your data will not be shared with any third party unless permitted or required by law.

For more information, please refer to LBBD's Data Protection and Privacy [webpage](#) and the booking platform's [privacy policy](#)

Who Is Processing My Data

All personal data is processed in accordance with data protection law. The Data Controller for the information in this privacy notice is the London Borough of Barking and Dagenham.

The third-party booking platform Eequ will act as the Data Processor on behalf of LBBD for the HAF programme in Barking and Dagenham. Eequ is responsible for securely collecting, storing, and managing booking data related to HAF activities.

How We Will Use Your Information

We will use your information to:

- Confirm eligibility for the HAF programme
- Connect families with suitable activities and providers
- Share relevant medical or personal data (e.g. allergies, additional needs) to ensure child safety
- Coordinate a borough-wide response to holiday provision
- Contact you with updates or information related to HAF services

Legal Basis for Processing Your Data

The legal basis for processing your data is the performance of a task carried out in the public interest or in the exercise of official authority (Article 6(1)(e) of the UK GDPR). This is in line with the Department for Education's guidance on the HAF programme.

Who We May Share Your Information With

We may share your information with:

- Approved activity providers where your child is registered
- Council departments, voluntary and community sector organisations supporting HAF delivery
- The Department for Education (anonymised data only) for monitoring and reporting purposes

We will not share your information with other organisations without your consent unless required by law, or in cases of safeguarding, public safety, or emergency.

How Long We Keep Your Records

We will retain your personal data only as long as necessary to deliver the HAF programme and meet reporting requirements. This may include retaining data to support future bookings without requiring re-entry of information.

All data will be stored securely and destroyed confidentially when no longer needed.

Your Rights

You have rights under data protection law, including:

- The right to access your data
- The right to request correction or deletion of inaccurate data
- The right to object to or restrict processing in certain circumstances

To exercise these rights, please contact LBBD's Information Governance Team at:

Email: data.protection@lbbd.gov.uk

You also have the right to lodge a complaint with the Information Commissioner's Office:

<https://ico.org.uk>

Providing Accurate Information

It is important that we hold accurate and up-to-date information to provide appropriate services. Please inform us of any changes to your details as soon as possible.

Further Information

If you have any questions or concerns about how your information is used, please contact:

Email: Hafprogramme@lbbd.gov.uk

You can also contact LBBD's Data Protection Officer via:

Email: kim.starbuck@lbbd.gov.uk