

Privacy Notice (How we use your information)

Venues – Cliffe House

Cliffe House is an outdoor residential and activity centre, which is also used for celebratory events, conferences, delivery of holiday activity programmes and a focus for community activity.

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

Personal information

- Names
- Date of Birth
- Address
- Email Address
- School Attending
- Telephone Numbers
- Emergency Contact Details
- Medical Conditions
- Allergy information

Characteristics

- Gender
- Ethnicity
- Disabilities/Additional Needs
- Special Educational Needs

Photos

Videos

Why we collect and hold this information

We use this personal data in order to:

Provide you with residential and outdoor activities based at Cliffe House including food provision.

- Provide you with the support you need to learn.
- Enable us to carry out specific functions for which we are responsible.
- Assess the quality of our services.
- Evaluate and improve our performance.
- Derive statistics which inform decisions about future delivery of services.

- Be able to contact the right person in an emergency.
- Ensure our food provision is appropriate for you.
- Promote our services more widely across several platforms, including printed media and online.

The lawful basis on which we use 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)(a) Your consent. You are able to remove your consent at any time. You can do this by contacting cliffehouse@kirklees.gov.uk.

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:

- Health and Social Care Act 2015
- Children's Act 1989

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)(h) Health or social care (with a basis in law)

How we store your personal information

Your information is safely stored on Kirklees Council's secure network drives.

We keep financial information for 6 years plus current, bookings information 5 years plus current and Health & Safety 3 years plus current. Residential information including names, care plans etc are disposed of immediately after the visit. We dispose of your information by either deleting electronic versions or shredding/securely disposal of confidential paper records.

Who we may share your information with

We may sometimes share the information we have collected about you where it is necessary, lawful and fair to do so. In each case we will only share the minimum amount of information, only when required, for the following reasons:

- To safeguard vulnerable children and young people.

We may share this information with:

- Other services within Kirklees Council.

- Other partners such as health and the police.

We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.

Your data protection rights

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 would like further information about this privacy notice, please contact:
cliffehouse@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.

You can also complain to the ICO if you are unhappy with how we have used your data. You can contact the ICO via the ['Contact us' page on their website](#), or by ringing 0303 123 1113.

Review Date : 4th May 2023

Reviewer : Chris Feenan

Position : Cliffe House Centre Manager