

Privacy Notice (How we use your information)

Cliffe House

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

- Personal information
 - Names
 - Date of Birth
 - Address
 - Email Address
 - School Attending
 - Phone 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 a number of platform, including printed media and online.

The lawful basis on which we use this information

We collect and process information about you under

- Article 6
 - o Consent
 - o Public Task
- Article 9
 - o Health

Storing this information

We will hold the information about you securely, and for no longer than reasonably necessary. We will hold it for a period of time in order to be able to respond to future enquiries or complaints, or safeguarding issues.

Who we share this information with

We routinely share this information with:

- Other services within Kirklees Council Education Services and Child Protection Services.
- Other partners as required linked to safeguarding.

Why we share this information

We share information with Kirklees Council Education Services and Child Protection Services on a statutory basis in order to ensure the safety of children using our service.

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

Further information

If you would like further information about how we manage your data, please see the privacy notice for Kirklees Council at www.kirklees.gov.uk/privacy

If you would like further information about this privacy notice, please contact: Centre Manager, Cliffe House on 01484 225083 or enquiries.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.