



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

This privacy notice is for:

- All users, (including young people), business partners and suppliers of the:
 - o Youth Service – including the Youth Service, Detached Youth, The Youth Council, Children in Care Council, and Barrier Breakers
 - o Outdoor and Environmental Education
 - o Study Support and Schools Linking
 - o Sport Development
 - o School Swimming

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 a service for children and young people
- To help us to look after your child whilst in our care including understanding the needs of young people
- To communicate with you about opportunities from ourselves and seeking appropriate permissions to participate
- For statistical analysis to ensure equality of 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

We will always ensure that your full consent is obtained when we collect your personal information. 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)	Yes
Date of birth	Yes
Gender	Yes
Gender reassignment	No
Racial or ethnic origin	Yes
Sexuality and sexual life	No
Religious or philosophical beliefs	No
Physical or mental health	Yes
lifestyle and social circumstances (e.g. Housing, Employment and marriage Status)Income	No
Income	No

Legal basis for processing

The legal basis for processing and or sharing your personal information is dependent on what we use your information for, these may include, but are not limited to:

Where you consent to participate in programmes and activities from one of the services

Where we have a legal obligation or it is in either the public or our legitimate interest

Examples of legislation that support this are listed below:

- The Care Act 2014
- The Public Services (Social Value) Act 2012_ Subsection 7
- Local Government and Public Involvement in Health Act (s138)
- Equality Act 2010

Information sharing/recipients

We may share personal data with:

- Other parts of Oldham Council
- Health and Social care professionals

Identifiable Personal Information could be shared under the following circumstances:

- Safeguarding, if something you tell us raises a safeguarding concern
- You raise a specific personal issue or concern that requires addressing
- You ask us to share your personal details

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

- Schools: Schools will sometimes provide personal information that may be necessary to enable us to provide you with our services.
- Local Authority systems: We will occasionally draw down information from the Local Authority pupil database where the information that we hold on you or your child is incomplete and we need this information in order to deliver a particular service.

Data Transfers beyond EEA

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. This ranges from three to five years depending on the nature of the data collected.

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 www.oldham.gov.uk/dataprotection