

Green Fingers Privacy Notice

This privacy notice applies to the Green Fingers Project provided by the Integrated Service for Looked After & Adopted Children & the Health & Wellbeing Team at Worcestershire County Council and should be read in addition to Worcestershire County Council's [Full Privacy Notice](#) and the [Children's Service Privacy Notice](#).

The privacy notice will cover:

- [Purpose for processing](#)
- [Personal information collected and lawful basis](#)
- [Who we may share your information with](#)
- [How long we will hold your information](#)
- [Your information rights](#)

Purpose for processing

The services process personal information in order to manage and administer the Green Fingers Project either directly or jointly with partners and commissioned private and third sector providers. This includes:

- Activities for Looked After, Adopted and Kinship Young People to increase their health & wellbeing, including, Art, Music and Green Fingers Saturday Sessions
- Alternative education programmes, a summer activities programme and one off activities and events
- Full details of all activities are available on the Green Fingers Project website: <http://www.greenfingersproject.com/>
- Green Fingers Project Service Delivery, Planning/Improvement
- Community and Leisure Service Delivery, Planning/Improvement
- Reporting to Lottery Fund on Statistical Information (using anonymised data only)

Personal information collected and lawful basis

The service processes personal information which is relevant to individual cases which may include, but is not limited to, the following personal data:

- Parent/Carer and Child's Name and Contact Details
- Child's Age
- Date of Birth
- Parent/Carer's email
- Emergency Contacts and contact telephone numbers
- Name of authorised person to collect and contact telephone number
- Doctors name and contact details

We may also process some special category (sensitive) information, which is relevant to individual cases and may include some of the following but is not limited to:

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- Child's Physical and Mental Health Disability details
- Medical Information
- Racial or Ethnic Origin

The legal bases for processing this personal information are:

- Legal obligation other than contract for Looked After Children
- Necessary for public task or public function of the Council for Adopted children and Kinship Young People.

Our legal basis' for using your special personal data is:

- Necessary for medical purposes of a health professional or other Carers

Who we may share your information with

We may need to share the personal information you have given to us or we've collected about you with partner organisations where relevant to the individual and/or their use of the service. These include but are not limited to:

- Green Fingers Team
- WCC Children's Services
- The Child's schools or other education provider
- WCC Special Education Needs Services
- Name only for other WCC services and external activity providers providing activities including Archaeology Service, Art Service
- Virtual School
- Worcester University for Passport To Learning holders
- West Mercia Police
- Worcestershire NHS
- OfSted during inspections

If obtaining Leisure Card:

- Bromsgrove District Council or appointed leisure provider
- Malvern Hills District Council or appointed leisure provider
- Wychavon District Council or appointed leisure provider
- Redditch Borough Council or appointed leisure provider

Information will only ever be shared when it is strictly necessary to help us provide effective services and you may have the right to refuse. We will not pass it onto any other parties unless required to do so by law or in all reasonable circumstances the disclosure is fair and warranted for the purposes of processing or subject to a data protection exemption.

We have specific data sharing agreements in place with local agencies and sometimes the law requires that we may have to pass your details on to a third party, for example, to prevent crime.

How long we will hold your information

We will stop using your data after we no longer have a statutory reason to use your information, this may be when your services have ended and we are no longer required to use your information for service planning or improvement purposes.

Your data will be deleted 7 years after we stop using it where a service has been provided or 5 years after we stop using it where we have only provide you with advice and information.

In relation to records for Looked After Children the legal requirement is that information is kept for 75 years after date of birth.

More information about our retention periods can be found in our [summary Disposal Schedule](#).

Please note stated retention periods may be subject to any legal holds imposed under the Inquiries Act 2005 that may concern the information and override standard retention periods.

Your information rights

You are entitled to a copy, or a description, of the personal data we hold that relates to you, subject to lawful restrictions. Please go to our [Make a Data Protection Request webpage](#) to find out how to make a request.

You may be entitled to rectification, restriction, objection, and erasure of your personal information depending on the service and legal basis. Please in the first instance contact The Community & Leisure Development Worker on 01905 845818 or ISL Team Manager on 01905 846111 to exercise these Information Rights or call the main Worcestershire County Council contact telephone number of **01905 765765**.

Please see our overarching Privacy Notice (<http://www.worcestershire.gov.uk/privacy>) for further contact details and if you have a complaint about your information rights.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on this web page. This Notice was last updated on 12 February 2019.