

Green Fingers Privacy Notice

Version 1.1

We keep this Privacy Notice under regular review and we will place any updates on this web page. This notice was last updated on 27 June 2024.

This privacy notice applies to the Green Fingers Project provided by the Anchor 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, Alternative Education, Time Together, Placement Stability, a summer activities programme and one-off activities and events
- Green Fingers Project service delivery, planning/improvement
- Community and Leisure service delivery, planning/improvement

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
- Doctor's 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 (UK GDPR Article 6(1)(c)): the processing is necessary for you to comply with the law (not including contractual obligations). Including, but not limited to:
 - Childrens Act 1989
 - Childrens Act 2004
- Public task (UK GDPR Article 6(1)(e)): the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law

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

- Health and social care (with a basis in law) (UK GDPR Article 9(2)(h))

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 and other local authority Children's Services
- The Child's schools or other education provider
- WCC Special Education Needs and Disabilities (SEND) Services and other local authority SEND Services
- Name only for other WCC services and external activity providers providing activities
- WCC Virtual School and other local authority Virtual Schools
- Worcester University for Passport To Learning holders
- West Mercia Police
- Worcestershire NHS
- Ofsted during inspections

If obtaining Leisure Card:

- District or Borough Councils or appointed leisure providers within Worcestershire

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

The standard retention period for Looked after Children records is 75 years after date of birth. The standard retention period for adopted children records is 100 years after the date of adoption order. 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 Anchor 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.