

## Privacy Notice – Family Fun Days

This notice sets out how Eastleigh Borough Council (the Council) processes and protects any personal data collected through the provision of Family Fun Days.

The Council is committed to protecting and respecting the privacy of your personal data. As a registered Data Controller (Reg. no. Z7118863) we comply with the General Data Protection Regulations 2018 (GDPR) and Data Protection Act 2018 (DPA). Our full privacy notice can be found at [www.eastleigh.gov.uk/privacy](http://www.eastleigh.gov.uk/privacy).

### Why do we need your personal information?

<b>It may be necessary for the Council to collect and hold personal information about you, including:</b>	<b>Purpose for storing and processing your personal data:</b>
<ul style="list-style-type: none"> <li>• Name of booking party</li> <li>• Contact details (telephone number and email address)</li> <li>• Postcode</li> <li>• Emergency contact information (including name and contact details)</li> <li>• Name of child/children attending</li> <li>• Dietary requirements</li> <li>• Medical information (including medical conditions and special requirements)</li> </ul>	<ul style="list-style-type: none"> <li>• To process your event booking and confirm eligibility to attend.</li> <li>• To ensure the safe and efficient delivery of events.</li> </ul>
<b>Who we may share your data with includes but is not limited to:</b>	<ul style="list-style-type: none"> <li>• Customer Service Centre</li> <li>• Country Parks</li> <li>• Hampshire County Council</li> <li>• Health &amp; Wellbeing team</li> </ul>
<b>Lawful basis for storing and processing your personal data:</b>	Article 6(1)(e) – Public Task
<b>Lawful basis for storing and processing your special personal data:</b>	Article 9(2)(a) – Explicit Consent

### Consent

You can withdraw your consent from the processing of your special category data at any time. To do so, please email [customerservicecentre@eastleigh.gov.uk](mailto:customerservicecentre@eastleigh.gov.uk).

Please note that by withdrawing consent, the level and type of service you or your child/children receive might be affected.

### Who we might share your information with

Your personal information will be treated as confidential, but it may be shared with other Council services in order to provide services, meet our legal obligations as a Local Authority, ensure our records are accurate and up-to-date and improve the standard of the services we deliver. It may also be shared with external organisations involved in delivering services on our behalf where the Council has a lawful basis to do so. We will only use your information in ways which are permitted by the GDPR and the DPA.

The Council has a duty to protect the public funds it administers and may use the information you have provided or share it with other bodies for the purpose of preventing and detecting fraud. This includes participation in the Cabinet Office [National Fraud Initiative](#).

### How long we keep your data

We retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purpose of satisfying any legal, accounting or reporting requirements, or to fulfil statutory obligations. Any personal data provided in relation to the Family Fun Day program will be retained for 6 months following the event or until any reporting requirements are satisfied.

Full information regarding retention periods for the different types of data can be found on our website in our [retention and disposal](#) schedule.

### **Data Protection Officer**

If you wish to ask us anything about data protection, ask for a copy of your data or you have a complaint about how we have used or protected your data, you can contact our Data Protection Officer at:

**Data Protection Officer  
Eastleigh Borough Council**

**Eastleigh House**

**Upper Market Street**

**Eastleigh SO50 9YN**

**Email: [DP@eastleigh.gov.uk](mailto:DP@eastleigh.gov.uk)**

For more information on Data Protection in general, or if you wish to make a complaint relating to how your personal data has been used, please contact:

The Office of the Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AX

Website: [www.ico.org.uk](http://www.ico.org.uk) Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)