



Department  
for Education

## **Privacy Notice: Parent Carer Forum (PCF) Grants Applications and Monitoring Reports**

### **Who we are**

This work is being carried out by Contact which is a Delivery Partner for the Department for Education (DfE). For the purpose of data protection legislation, the DfE is the data controller for the personal data processed as part of the Application and Monitoring Reports for the PCF Grant.

### **How we will use your information**

Contact will receive your personal data from your application and monitoring reports and will process it in order to allow us to effectively safeguard public monies and to complete due diligence exercises which identify any fraudulent practice, and thus reduce the likelihood of fraud being committed. This includes details of the forum's bank account signatories and their email addresses as we need to be able to contact them in the event of any queries, and to know that those listed as signatories are not prohibited from doing so.

More information about this work is available from: [www.contact.org.uk](http://www.contact.org.uk) or <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/#ib3>

### **The nature of your personal data we will be using**

The categories of your personal data that we will be using for this project are:

- grant applicant contact information (address, telephone number, email address)
- grant holder (if different) contact information (address, telephone number, emails address)
- details of the forum's (or grant holder's) bank account signatories (name and email address)
- names and contact email addresses of key forum members
- names and contact details of senior local authority, and parent carer (if applicable) endorsers
- recording of the IP address of the computer submitting the grant application

Additionally, as part of the grant monitoring return you will be providing details of your forum's activity and outcomes during the grant year. It is a requirement of the sign off process that parent carer forums must provide proofs of expenditure to account for their grant spend. These will include:

- Invoices from companies providing goods or services
- Expense claim forms / honorarium claim forms
- Wage slips including NI numbers or payroll/employee numbers
- General, non-personal information about your forum's work and local relationships

### **Why our use of your personal data is lawful**

In order for our use of your personal data to be lawful, we need to meet one (or more) conditions in the data protection legislation. For the purpose of this project, the processing is necessary to exercise a function of a Ministerial department and for the exercise of a function of a public nature that is in the public interest.

### **Who we will make your personal data available to**

We sometimes need to make personal data available to other organisations. These might include contracted partners (who we have employed to process your personal data on our behalf) and/or other organisations (with whom we need to share your personal data for specific purposes).

Where we need to share your personal data with others, we ensure that this data sharing complies with data protection legislation. For the purpose of this project:

- we are employing Contact to process your personal data on our behalf. This means that they will gather information as detailed above.

Additionally:

- Consent is sought to share anonymous information relating to monitoring questions 6.4 – 6.6 with the National Network of Parent Carer Forums (NNPCF).
- Information from question 6.7 is shared with KIDS and Council for Disabled Children as contracted consortium partners to aid their mapping of children and young people's forums in England; this does not include personal data.
- Consent is sought to share anonymous data with the NNPCF on section 9 of the monitoring form; this does not include personal data.
- Personal data from the grant monitoring return would be shared with fraud prevention agencies – the Police or Action Fraud if requested, and fraud is suspected. This is for a public interest and to enable the protection of public money.
- Contact may share information from your grant application or monitoring form if they assign a Contact associate to support your forum.

For further information on our contracted partners, see below:

Kids - <https://www.kids.org.uk/>

Council for Disabled Children – [www.councilfordisabledchildren.org.uk](http://www.councilfordisabledchildren.org.uk)

NNPCF – [www.nnpf.org.uk](http://www.nnpf.org.uk)

### **How long we will keep your personal data**

We will only keep your personal data for as long as we need it for the purpose(s) of this piece of work, after which point it will be securely destroyed. This will usually be a maximum of 7 years. Please note that, under Data Protection legislation, and in compliance with the relevant data processing conditions, we can lawfully keep personal data processed purely for research and statistical purposes indefinitely.

## **Your data protection rights**

You have the right:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you need to contact us regarding any of the above, please do so via the DfE site at: <https://www.gov.uk/contact-dfe>.

Further information about your data protection rights appears on the Information Commissioner's website at:

<https://ico.org.uk/for-organisations/guide-to-data-protection/principle-6-rights/>.

## **Withdrawal of consent and the right to lodge a complaint**

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting <https://www.gov.uk/contact-dfe> and state the name of this project.

Alternatively, you have the right to raise any concerns with the Information Commissioner's Office (ICO) via their website at <https://ico.org.uk/concerns/>.

## **Last updated**

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated on 27<sup>th</sup> March 2019.

Contact Info:

If you have any questions about how your personal information will be processed, please contact us at [parent.participation@contact.org.uk](mailto:parent.participation@contact.org.uk) and enter 'PCP grant' as a reference.