



## DPIA Project Information

**Title:**

Disabled Children and Young People's Short Break Day Activities Grants

Click or tap here to enter text.

**Project ID:**

197

**Project Timeframe for Data Collection:**

In less than 3 months

## DPIA Screening Questions

Question Number	Question	Answer
1	I understand that, by selecting Yes, I am confirming I am the project manager for the project or activity for which this DPIA screening tool is being carried out.	No
2	I understand that by ticking this box I am confirming that I have undertaken the Data Protection Essentials training module on delta.	Yes
3	Is this project a change to an existing process, or is it a new processing activity?	New processing activity
4	Has a DPIA for this been previously submitted?	No
5	If a DPIA was submitted - Was legal advice recommended?	No
6	When did the planning stage of this project begin?	10/2/2023
7	Is this screening tool for the use of a surveillance camera, including CCTV, dash cam and body worn cameras?	No
8	If Yes - Is this DPIA a proposal for a new deployment, or the expansion of an existing surveillance system?	
9	Which data protection regime will you be processing under?	UK GDPR
10	Please outline the project including the types of data, software, processors, and how the data will be used	<p>KCC Strengthening Independence Service for Disabled Children and Young People 0-25 provides grant funding opportunities as part of the Short Breaks Day Activities Programme. Any activity provider who supports disabled children and young people is eligible to apply to KCC for a short breaks day activity grant for a period of up to two years funding.</p> <p>KCC are both Data Controller and Data Processor, The recipients of the grant funding will be both</p>

		<p>Data Controller and Data Processor. The short breaks day activity grant will provide activities that take place during school holidays, weekends or after school time.</p> <p>Grant funding will commence from 1st April 2024. This DPIA is being undertaken as part of the commissioning planning for the Short Breaks Day Activity Grant programme.</p> <p>Disabled Children and Young People Short Breaks Day Activity grants aim to provide children and young people with an opportunity to spend time away from their parents/carers in a safe environment whilst also providing parents/carers with a valuable break from caring responsibilities.</p> <p>The legislative context is laid out in The Children Act 1989 and Breaks for Carers of Disabled Children Regulations 2011 for KCC to make available short break activities for disabled children.</p> <p>Successful grant recipients will be required to submit data to Commissioning that includes the following:</p> <ul style="list-style-type: none"> <li>-Child Name</li> <li>-Child DOB</li> <li>-Child Gender at birth</li> <li>-Gender Identification</li> <li>-Ethnicity</li> <li>-Address</li> <li>-Name of Parent/Carer where a child is under 12 years of age</li> <li>-Telephone number</li> </ul> <p>The main reason we are requesting this data is due to Public Interest.</p>
11	Within your project are you planning to:	<p>Combine, compare, or match data from multiple sources?</p> <p>Process special category data or criminal offence data on a large scale?</p>
12	Or are you planning to:	Carry out evaluation or scoring?

13

Additional Information

Process sensitive data or data of a highly personal nature?

Process personal data on a large scale?

Match or combine datasets?

Process data concerning vulnerable data subjects?

Carry out systematic monitoring?

The service shares data and interacts with various KCC departments including Social Care, and Commissioning.

## DPIA Core Questions

Question Number	Question	Answer
1	What is your project aim?	<p>KCC Strengthening Independence Service for Disabled Children and Young People 0-25 has previously offered grant agreements for short breaks day activities through its Strategic Grants Programme. These grants compliment the commissioned Short Breaks Service and provides increased opportunities across the county for children and young people with complex and moderate needs.</p> <p>The Kent County Council (KCC) has a legal responsibility under Section 17(1) of the Children Act 1989, Section 17(11) of the Children Act 1989 defines a child in need to include all disabled children. The duty to provide short breaks for disabled children and their carers is further detailed within the Breaks for Carers of Disabled Children Regulations 2011. Section 27 of the Children and Families Act 2014 imposes a duty on local authorities to keep under review its social care provision for children with disabilities and to consider the extent to which that provision is sufficient to meet their needs.</p> <p>Short breaks are preventative, family support services that are aimed at families with a disabled child, to allow them to have a break from caring. They can be at any time ranging from an hour to a day, evening, overnight or weekend depending on the needs of the family. The short break may take place in a community activity setting, a child/young person's home or other residential setting. It allows parents and carers to have a break from their caring responsibilities and gives children and young people the opportunity for a positive experience.</p> <p>The provision of short breaks day activity grants is in line with Kent's Strategy for Children and Young People with Special Educational Needs and Disabilities (SEND) 2021-2024: Priority Five - Ensure children and young people with SEND are included in their local community.</p>
2	Are all of the categories of personal data identified in	Yes, all of the data collection categories are necessary to ensure that payments made to

	the data question necessary for you to achieve this aim?	<p>grant recipients are being used to provide short breaks day activities to eligible children and young people.</p> <p>Data collected will help inform future commissioning opportunities in line with the Strengthening Independence Service Commissioning Strategy.</p> <p>Core + system will extract data to create anonymous reports for data monitoring purposes. These will be reported through the Power BI system to Commissioning.</p>
3	What are the categories of data subjects whose data will be processed?	Disabled Children and Young People Parents/Carers contact details
4	What is the nature of the relationship with the individual?	As a local authority, KCC is in a position of power compared to data subjects
5	Are there any other organisations other than KCC who will be involved in this project?	<p>Controller</p> <p>Unknown</p> <p>Processor</p>
6	Please name the organisations and their roles.	<p>For the purposes of the Short Breaks Day Activity Grant Project</p> <p>Controller - KCC = of data shared with KCC for project</p> <p>Processor - KCC = of data shared with KCC for project</p> <p>Processor - Microsoft = Using Power BI 3rd Party Processor - Liberi, Synergy</p> <p>Controller - Recipient of Short Breaks Day Activity Grant = for the purpose of providing service</p> <p>(18.7.25 - for the second two year grant period of April 2026-March 2028, the recipient of the grant will not be a data controller)</p> <p>Processor - Recipient of Short Breaks Day Activity Grant = for the purpose of providing service</p>

		Where a provider has users who access the service directly with them rather than being referred by KCC, the service user is the controller of that information for the purpose of providing service.
7	Tick to confirm which of the following you have in place with the organisations	Other KCC Grant Agreement
8	How will the personal data be collected?	Collected by an external organisation
9	How will the personal data be collected from the individual?	Online survey/form Paper survey/form Phone call
10	Will the data be shared with:	Your KCC team A contracted service provider Other Data shared with the Service Provider will be if a client is referred to them but no other data.
11	Do you have a copy of the privacy notice that data subjects will be provided with at the point their data is collected?	Yes
12	Does the privacy notice state that data will be shared with your team for the purpose you will be using it for?	Yes
13	How will the data be shared with your team securely?	Core+ System - Service providers will have access to an online form where data is entered. This will then feed into the Core+ system.  KCC will provide training to all recipients of the Short Breaks Day Activity Grant how to use the online form to minimize any data entry errors.  Security and access is restricted and set at different levels dependent on the use. Access will only be granted to the data entry user as nominated by the individual company.

14	What steps will you take to ensure the data you collect and/or use is accurate?	<p>Data is gathered at point of referral to the activity/service. Service providers will ensure that the individual understands what data is being collected and the purpose of it.</p> <p>Clients will be made aware of how their data will be shared with KCC. Privacy notices will be shared.</p> <p>Service providers will receive training on how to use the online data collection form and will have ongoing support from KCC Commissioning to minimize the risk of data entry errors.</p>
15	In what system(s) will the data be stored?	Other
16	Where are the servers for the system(s) located?	Core+ System Power BI UK
17	What is the current state of technology in this area?	<p>The Core+ System has been used within KCC for a number of years by many different teams.</p> <p>Power BI has been used within KCC for a number of years by many different teams.</p>
18	How will the security of the data be ensured when it is transferred outside of the UK?	Not applicable, the data will only be stored on servers (including back-up servers) in the UK
19	How will the security of the data be ensured in transit and at rest?	Users will have different levels of access to ensure only people who need to access the data have access to it
20	Are there any prior concerns over this type of processing or any security flaws	No
21	Please tick to confirm the following statement is true:	I am assured that the personal data being processed in this project is protected in transit and at rest from unauthorised access and loss.
22	Describe how the personal data will be used to achieve your project aim	<p>Data Flow maps outline how data will be used.</p> <p>The data will be used to give us more detailed data on how short breaks are being accessed in different areas and if short breaks are being accessed as well as other KCC services.</p> <p>Providers have been informed that the new system can do some background work and is able to compare wider range factors to inform our commissioning practice.</p>



		<p>We have commissioned these grants for a period of 2 years, and we want to be able to review this data periodically to inform our commissioning practice from April 2024.</p> <p>Commissioners do not see child level data, only the provider and our management intelligence teams see this to be able to quality assure the data.</p> <p>(18.7.25 - these grants will be recommissioned for a further two years from April 2026. The data collected and the process remain the same).</p> <p>The data will be used to identify any unmet need. Commissioning will look at the needs based on factors such as ethnicity and geographical area. This gives us improved and greater intelligence to use to make a case to keep commissioning these services. It allows us to take a whole systems approach and really identify the benefit shorts breaks are having the impact of them and which children they are serving."</p>
23	How long will the data be retained for?	Core+ System retains data until a child's 25th birthday at which time the information will be deleted.
24	Is the same retention period cited in all documentation?	Yes
25	At the end of the retention period will the data be:	Deleted by processors  Deleted
26	What processes do you have in place to ensure that the retention period is adhered to?	We will have a process in place to ensure we know when the retention period ends
27	Please tick to confirm the following statement is true	I am assured that there are adequate processes in place to ensure retention periods are adhered to, in line with the Article 5 principle of storage limitation in the UK GDPR
28	Is there a KCC privacy notice for this use of personal data?	There is a published KCC privacy notice for this use of personal data
29	Please link to the draft/ published privacy notice	All providers are asked to share the following data notices with parents so that they are aware of how their data is being shared.

		<p>SEND Privacy Notice:</p> <p><a href="https://www.kent.gov.uk/about-the-council/information-and-data/access-to-information/gdpr-privacy-notices/education/sen">https://www.kent.gov.uk/about-the-council/information-and-data/access-to-information/gdpr-privacy-notices/education/sen</a></p> <p>Disabled Children and Young People's Service privacy notice:</p> <p><a href="https://www.kent.gov.uk/about-the-council/information-and-data/access-to-information/gdpr-privacy-notices/adult-social-care-and-health/disabled-children-and-young-peoples-service-privacy-notice2">https://www.kent.gov.uk/about-the-council/information-and-data/access-to-information/gdpr-privacy-notices/adult-social-care-and-health/disabled-children-and-young-peoples-service-privacy-notice2</a></p> <p>Early help and preventative services privacy notice</p> <p><a href="https://www.kent.gov.uk/about-the-council/information-and-data/access-to-information/gdpr-privacy-notices/integrated-childrens-services/early-help">https://www.kent.gov.uk/about-the-council/information-and-data/access-to-information/gdpr-privacy-notices/integrated-childrens-services/early-help</a></p>
30	Is there an easy read privacy notice for this use of personal data?	There is a published easy read privacy notice for this use of personal data
31	How will you ensure data subjects read the privacy notice and understand how their data will be used at the point of data collection?	<p>We will read a script and inform them of where to access the privacy notice online</p> <p>We will link to the privacy notice on our webpages</p> <p>We have an easy read privacy notice</p>
32	How will you support data subject rights	<p>We will use KCC privacy notices which explain data subject rights. We will ensure consent has been gained before sharing data with any commissioned provider.</p> <p>We will ensure clients are made aware of the Privacy notices in place.</p> <p>All providers in receipt of a Short Break Grant are asked to share the data privacy notices with parents so they are aware of how the data is being shared.</p>

		<p>We will respond to any Subject Access request.</p> <p>We will follow KCC Data Breach Process in case of any data breaches.</p>
33	What measures will you put in place to prevent data being used beyond the purposes outlined in your privacy notice?	<p>Ensure those with access to the data have read the privacy notice and are aware of the purposes it has been collected for</p> <p>Limit access to the storage location to only those who require access for specified purposes</p> <p>We have an unauthorised access policy</p>
34	Are there any current issues of public concern that you should factor in?	None
35	Consultation: Please summarise the responses of data subjects you have consulted with on the topic of this project.	<p>Engagement with data subjects was undertaken in May 2023. Responses for this centered around peoples experiences of Short Breaks, with issues relating to location and meeting specific needs of children with disabilities being a significant barrier to access.</p> <p>The use of data being used in this way was not consulted on as the Local Authority is relying on Public Interest as the reason for collecting the data to enable the development of a future sustainable strategy for this provision. It was impractical to consult with data subjects due to this reason.</p>
36	Consultation: ICT Compliance and Risk	<p>Commissioning consulted with ICT CART 12 July. The DPIA was reviewed and confirmation given that ICT CART have no concerns regarding the method of access currently in place. The identified risks were appropriate and addressed access to the system by partner organisations.</p> <p>ICT CART confirmed that they have previously completed a technical risk assessment on Access Group who are the host organisation for the Core+ system. No concerns were raised.</p> <p>There were no recommended actions from ICT CAR team.</p>
37	Consultation: Please summarise the Caldicott Guardian's response and any recommendations	<p>Katherine Atkinson Assistant Director, Management Information and Intelligence, is the Caldicott Guardian representative for CYPE and will have final sign off of this DPIA.</p>

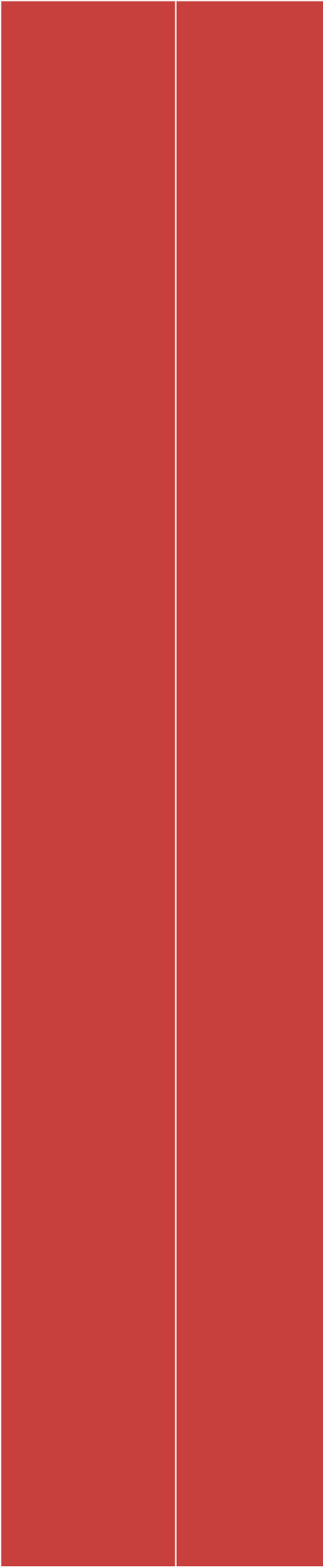
		Reviewed and approved by Katherine Atkinson 10 May 2024
38	Consultation : please summarise the responses and recommendations of any other individuals or organisations you have consulted with.	<p>We have engaged with:</p> <ul style="list-style-type: none"> <li>- Kent Parents and Carers Together</li> <li>- Current commissioned providers</li> <li>- Jo Galvin, Senior Systems Change and Development Officer</li> <li>- Sharon Howard, Assistant Director, Strengthening Independence Service</li> <li>- Core+ Operational Group</li> <li>- Katherine Atkinson</li> <li>- Alexandra Restell Systems Training Officer.</li> <li>- CYPE IG Lead, Kelly Leeson</li> </ul> <p>At no point within any of the above engagement have any issues in relation to data sharing been raised.</p> <p>Feedback from KCC was positive on the use of the Core+ system and rationale for the collection of personal data to inform future commissioning strategy.</p> <p>Commissioned providers have raised concerns regarding our security within the Core+ system and freely given consent. We are engaging with the DPO for further advice on this.</p>
39	Are you signed up to any approved code of conduct or certification scheme?	
40	When is the processing of personal data for this project due to begin?	In less than 3 months

## Data Collection

Data Category	Data being Collected
Basic Data	Name
	Date of birth
	Email address
	Telephone/mobile number
	Address
	Postcode
Special Category Data	Racial or ethnic origin
	Physical or mental health
Criminal Offence Data (UK GDPR)	No data is being collected under this category
Criminal Offence Data (DPA Part 3)	No data is being collected under this category
Surveillance Camera	No data is being collected under this category

## Data Collection Questions

Data Group	Question Number	Question	Answer
Basic Data	1	The Article 6 lawful basis for this processing activity is:	<p>(a) The data subject has given consent for one or more specific purposes (eg opt in to newsletters)–(b) Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract (eg providing a service in exchange for payment). Please note this contract must be with the data subject.–(e) Necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. Please note you will be required to state the name and section of the legislation which gives you the power.</p>
Basic Data	2	Please outline which element of the project relies on the identified lawful basis	<p>The Service provider undertakes their own consent form which is read to data subjects and understood before signing. This includes data collection, recording and withdrawal.</p> <p>Consent is used for sharing data with the service provider and with the commissioner</p> <p>The Kent County Council (KCC) has a legal responsibility under Section 17(1) of the Children Act 1989, Section 17(11) of the Children Act 1989 defines a child in need to include all disabled children. The duty to provide short breaks for disabled children and their carers is</p>



further detailed within the Breaks for Carers of Disabled Children Regulations 2011. Section 27 of the Children and Families Act 2014 imposes a duty on local authorities to keep under review its social care provision for children with disabilities and to consider the extent to which that provision is sufficient to meet their needs.

Short breaks are preventative, family support services that are aimed at families with a disabled child, to allow them to have a break from caring. They can be at any time ranging from an hour to a day, evening, overnight or weekend depending on the needs of the family. The short break may take place in a community activity setting, a child/young person's home or other residential setting. It allows parents and carers to have a break from their caring responsibilities and gives children and young people the opportunity for a positive experience.

KCC has determined, as part of this legal duty that the provision of short break activities is necessary and has commissioned the short break activity grants application programme to allow voluntary community sector organisations to bid for grants to deliver a service on its behalf. In awarding a grant payment, KCC has given responsibility for this public task to the Provider.

In order to fulfil this obligation, KCC requires the

			<p>Providers to provide a safe and effective service. Fulfilling this responsibility requires the collection and processing of personal data.</p> <p>The service also has as a condition (under the 2018 Data Protection Act) to provide a duty of confidentiality during the processing of individuals' data. It must therefore have someone with oversight for this to ensure that the rights of the individual are upheld.</p> <p>All staff within the service have received GDPR training, new staff are made aware of the policy at inductions. GDPR training is part of our mandatory training for all staff. It is delivered through our eLearning platform that staff must complete in order to be confirmed in post. In addition, refresher training is given annually through the same platform.</p> <p>Data subjects will be provided with both verbal and written information about data collection and how data is used.</p>
Special Category Data	1	Please identify the Article 9 basis being relied upon for the processing of special category data	<p>(g) Necessary for substantial public interest (on the basis of a DPA 18 condition) and which shall be proportionate to the aim pursued, respect the essence of the right to data protection, and provide for suitable and specific measures to safeguard the fundamental rights and interests of data subjects–(h) Necessary for the purposes of preventative or occupational medicine, for the assessment of the working capacity of the</p>



			employee, medical diagnosis, the provision of health and social care or treatment or the management of health or social care systems and services (subject to a DPA 18 condition) or pursuant to contract with a health professional and subject to the conditions and safeguards in Article 9(3)–(i) Necessary for reasons of public interest in the area of public health (subject to a DPIA 18 condition)
Special Category Data	2	If you are relying on condition (a) please state which element of the project relies on explicit consent, and outline the process you have for collecting, recording, and withdrawing consent	This condition is not being relied upon
Special Category Data	3	If you are relying on condition (b), (h), (i), and/or (j) you must also identify at least one of the additional conditions from Schedule 1, Part 1 of the DPA 2018	(2) Health or social care purposes
Special Category Data	4	If you are relying on condition (b), (h), (i) and/or (j) you must outline which element of the project relies on this condition	<p>In order to fulfil this obligation, KCC requires the Providers to provide a safe and effective service. Fulfilling this responsibility requires the collection and processing special categories of personal data. The legal basis for processing this is:</p> <p>GDPR Article 9(2)h; processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a</p>

			<p>health professional and subject to the conditions and safeguards referred to in paragraph 3;</p> <p>The service also has as a condition (under the 2018 Data Protection Act) to provide a duty of confidentiality during the processing of individuals' data. It must therefore have someone with oversight for this to ensure that the rights of the individual are upheld.</p> <p>All staff within the service have received GDPR training, new staff are made aware of the policy at inductions. GDPR training is part of our mandatory training for all staff. It is delivered through our eLearning platform that staff must complete in order to be confirmed in post. In addition, refresher training is given annually through the same platform.</p> <p>Data subjects will be provided with both verbal and written information about data collection and processing.</p>
Special Category Data	5	If you are relying on condition (g) you must identify at least one of the additional conditions from Schedule 1 Part 2 of the DPA 2018	(6) Statutory and government purposes
Special Category Data	6	If you are relying on condition (g) (substantial public interest) you must outline which element of the project relies on this condition	In order to fulfil this obligation, KCC requires the Providers to provide a safe and effective service. Fulfilling this responsibility requires the collection and processing special categories of personal data.

		<p>The legal basis for processing this is: (g) Necessary for substantial public interest (on the basis of a DPA 18 condition) and which shall be proportionate to the aim pursued, respect the essence of the right to data protection, and provide for suitable and specific measures to safeguard the fundamental rights and interests of data subjects.</p> <p>It is in the public 's interest to collect the data as required to ensure that money being spent by KCC is in line with our statutory duty and delivers outcomes that improve the lives of children and young people, whilst providing best value.</p>
Special Category Data	7	<p>If you are relying on condition (c), (d), (e), and/or (f) you must outline which element of the project relies on this condition</p> <p>Not applicable to this project</p>