



**Bring it on Brum!**  
**Birmingham Holiday Activity Programme**  
**Data Capture Information 2022**

### **Introduction**

This document will share information on what data, as an activity provider, you are required to collect, who is asking for which information and why.

The following statements are important to understand first:

- Birmingham Holiday Activity and Food (HAF) programme is funded by Department for Education and Birmingham City Council are the grant recipient.
- Birmingham City Council, Birmingham Voluntary Service Council (BVSC) and StreetGames are all administrators of grant awards. They will have agreements in place with local organisations (schools, youth centres, leisure centres, community organisations and commercial providers) for the provision of holiday programmes.
- Birmingham City Council have commissioned the services of StreetGames to support with the management and coordination of Bring it on Brum!
- Coordinate Sport are the organisation that have developed the online system for the programme that can be used for monitoring, promotion and taking bookings.
- StreetGames have Data Sharing Agreements in place with Birmingham City Council and with Coordinate Sport. These agreements will ensure that all data captured is used and stored correctly in line with StreetGames Privacy Policy and the Data Protection Act 2018.
- You can read the StreetGames Privacy Policy here: <https://network.streetgames.org/privacy-policy>.

### **Data Capture Requirements**

As part of the grant conditions, the following information must be captured for each unique participant that attends your holiday programme.

- First name
- Surname
- Free School Meal eligibility (Yes / No)
- School name (From a list of Birmingham City Council schools)
- Whether the young person has a disability or not (Yes / No)
- Whether the young person has a special education need (Yes / No)
- Home postcode
- Ethnicity (From standard UK ethnicity list)
- Gender
- Date of birth (DD/MM/YYYY format)
- Bring it on Brum! code (sent to parent/carer by child's school)

We would recommend that you also collect the following information to ensure the safety of all participants. This information is not required as part of the reporting for the Bring it on Brum! programme.

- Emergency contact details for parent/guardian
- Known medical conditions that could impact participation
- Allergies and dietary requirements, essential when providing food
- Photography and media consent from parent/guardian if you are wishing to take photos of videos
- Medical consent in case of emergency situations.





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*Please refer to the Monitoring and Evaluation section of your Conditions of Grant for additional information on monitoring requirements.*

**Reasons for Data Capture**

We are collecting the data listed above to help us measure the success of the programme. We will use the data to understand the number of young people that attend the programme and how many times they attended.

We are asking for some demographic information on the young people that attend the programme. We do this, to help us understand who is taking part in the programme. For example, if we are reaching our target audience and whether attendees are representative of the local population. This data can also enable us to differentiate between different sub-groups. Without this information we will not know if the programme is attracting for example, young disabled people or young people from ethnically diverse backgrounds.

All data collected will be anonymised and analysed in an aggregated form, no individual will be analysed or made identifiable when shared outside of the organisation.

**Data Capture Methods**

For the Birmingham Holiday Activity programme it is a requirement that participant information is entered on to the central monitoring and booking system; Coordinate Sport. This information will only be shared with Birmingham City Council for the purpose of checking which young people that attend holiday activity provision are eligible for free school meals. This data will not be shared with any other party and will only be used measure the success of the programme described above.

StreetGames will provide a word document version of a template registration form. This can used by your organisation to capture the essential information listed above. You can add your own questions to it and also add your organisation's logos etc. We will also provide an Excel document which can be used to capture participant information and upload it to the evaluation system.

**What parents/carers and young people need to know**

Parents/carers and young people that attend your holiday programme have the right to know why certain data is being captured and who it is going to be shared with. You can use the text above to create your own data capture statements or use the following suggested statements on participant registration forms to let them know who their data will be shared with.

**Sample data capture statements**

*This registration form has been designed to collect information on young people taking part in the Birmingham Holiday Activity programme, branded as 'Bring it on Brum!'. The information is important as it will help StreetGames, the programme managers, evaluate the success of the programme. This data will be entered on to an evaluation system specifically for this programme.*





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*Your data will be shared with Birmingham City Council for the sole purpose of checking free school meal eligibility. Your email address may be used to send an evaluation survey but will not be used to send unsolicited mail. Your information will be kept and used in line with organisational Privacy Policies that comply with all Data Protection Act 2018 requirements.*

**Contact Us**

If for any reason you are not able to capture the data required or enter it on to the monitoring system please contact us immediately as this may impact your eligibility for the grant award. In some cases, there may be legitimate reasons for not wanting to share participant information and we are happy to discuss these with you. Please contact your Area Lead or email: [birminghamholidayactivities@streetgames.org](mailto:birminghamholidayactivities@streetgames.org).

