

## **Privacy Notice (How we use your information)**

### **Free School Meals**

#### **The categories of information that we collect, process, hold and share include:**

- Parent/Guardian's Full Name
- Parent/Guardian's National Insurance Number
- Parent/Guardian's Date of Birth
- Parent/Guardian's Address and other contact details
- Child's Full Name
- Child's Address
- Child's School
- Child's Date of Birth
- Proof of your qualifying benefits (if needed)

#### **Why we collect and hold this information**

We collect this data to be able to lawfully process the Free School Meals you have claimed.

The data is held for the purpose of awarding school meals to the right child based upon the correct financial and family circumstances.

We need to confirm with the school that you have met the eligibility criteria. We do not give the school any financial information about you or your family. We will only advise them about your child's entitlement to a free school meal.

#### **The lawful basis on which we use this information**

We collect and process information about you under Article 6(1)(e) because Kirklees are exercising official authority which is laid down in Law in accordance with:

- section 512 of the Education Act 1996.

#### **Storing this information**

We will hold the information about you securely, and for no longer than reasonably necessary. We will hold it for seven years in order to deal with the processing of Free School Meals, and for the purpose of any enforcement action against fraudulent use. After this time your information will be deleted or archived.

## Who we share this information with

We routinely share this information with:

- **Kirklees Schools**
- **The Department of Works and Pensions**
- **HM Revenues and Customs**
- **Home Office**
- **The Cabinet Office – for the purposes of the National Fraud Initiative.**
- **Central Government**
- **Other Kirklees Departments**
- **Other Local Authorities**
- **Department of Education**

## Why we share this information

We share information with **the above persons** on a statutory basis, under **the GDPR legal basis of ‘Public Task’**. This data sharing enables us to process and Safeguard the Free School Meals scheme for yourself and other applicants.

**We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.**

## Further information

If you would like further information about how we manage your data, please see the privacy notice for Kirklees Council at [www.kirklees.gov.uk/privacy](http://www.kirklees.gov.uk/privacy)

If you would like further information about this privacy notice, please contact:

Rachel Tedder

Free School Meals Team

Phone 01484 221000

Email : [freeschoolmeals@kirklees.gov.uk](mailto:freeschoolmeals@kirklees.gov.uk)

If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at [DPO@kirklees.gov.uk](mailto:DPO@kirklees.gov.uk) or by ringing 01484 221000.