



## **PRIVACY NOTICE FREE SCHOOL MEALS**

This privacy notice covers how Pembrokeshire County Council (as a Data Controller) will collect, use and share your personal data for the purposes of Free School Meals.

### **Why we need your information (purpose of processing)**

We collect and use your personal information so that we can assess and award your application to free school meals. The personal data you provide to us is because there is a statutory requirement for you to do so in line with the Education Act 2005.

The information that you provide will be processed according to the General Data Protection Regulation 2016, the Data Protection Act 2018 and the Education Act 2005.

We will also make any disclosures required by law and we may also share this information with other bodies responsible for detecting/preventing fraud/crime or auditing/administering public funds to ensure money is targeted and spent in the most appropriate and cost effective way. In order to achieve this, information will be shared with our Audit Service within Pembrokeshire County Council and with The Auditor General for Wales.

We will not make any disclosures to third parties for marketing purposes.

Your data will be secure and confidential at all times and we will only collect the personal information that is required to provide you with our service.

### **What personal data are being collected?**

The categories of personal data being collected are:

- Name and Date of Birth of parent/guardian/person with parental responsibility
- Address of parent/guardian/ person with parental responsibility
- National Insurance Number of parent/guardian/ person with parental responsibility
- Email address of parent/guardian/ person with parental responsibility
- Bank account details of parent/guardian/ person with parental responsibility
- Name and Date of birth of child
- Details of evidence of welfare benefits in payment (those which meet the eligibility criteria for Free School Meals)

### **What is our legal basis for processing your personal data?**

The General Data Protection Regulations (GDPR) requires specific conditions to be met to ensure that the processing of your personal data is lawful. These relevant condition is below:

- Article 6 (1)(e) – processing is necessary for the performance of a task carried out in the public interest of in the exercise of official authority vested in the controller;

### **Who we will share your information with?**

We will need to share your personal data with the following to assess and award free school meals:

- Education
- Housing

- Council Tax and Housing Benefits/Council Tax Reduction
- Catering
- Your child's school

### **How long do we keep hold of your information?**

We will retain the information provided to us for 15 years and your information will be securely disposed of once it is no longer required.

### **Your Rights**

Under data protection law, you have rights including:

- Your right to rectification – you have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete;
- In certain circumstances (e.g. where accuracy is contested), to request that the processing of your personal data is restricted;
- In certain circumstances you have the right to object to the processing of your personal data;
- You have the right of access – you have the right to ask us for copies of your personal data. To make a request, please contact:

Access to Records

Pembrokeshire County Council

County Hall

Haverfordwest

SA61 1TP

Email: [accesstorecords@pembrokeshire.gov.uk](mailto:accesstorecords@pembrokeshire.gov.uk) Telephone: 01437 775798

### **Complaints or Queries:**

Pembrokeshire County Council endeavours to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this seriously. We encourage people to bring to our attention if they believe that our collection or use of information is unfair, misleading or inappropriate.

This privacy notice does not provide exhaustive detail of all aspects of our collection and use of personal information. However we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below:

Jo Hendy, Data Protection Officer

Pembrokeshire County Council

County Hall

Haverfordwest

SA61 1TP

Email: [dataprotection@pembrokeshire.gov.uk](mailto:dataprotection@pembrokeshire.gov.uk)

Telephone: 01437 764551

If you want to make a complaint about the way we have processed your personal information, you can contact the Information Commissioner's Office as the statutory body which oversees data protection law:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

SK9 5AF

Email: [wales@ico.org.uk](mailto:wales@ico.org.uk)

Telephone No: 0303 123 1113

**Our Contact Details as Data Controller are:**

Pembrokeshire County Council, County Hall, Haverfordwest, Pembrokeshire, SA61 1TP. Telephone number: 01437 764 551 or [enquiries@pembrokeshire.gov.uk](mailto:enquiries@pembrokeshire.gov.uk)

Our Data Protection Officer's information is detailed above in the Complaints and Queries section.

**Changes to this privacy notice:**

We keep our privacy notice under regular review.