

Privacy Notice –Free School Meals

1. Why do we collect and use your personal information?

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 below Act.

The Processing of your data is because it is necessary for the performance of this public task to do so in line with the Education Act 2005.

2. How Information about you is used.

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

We have a duty to protect the public funds we administer and may use the information provided by you to detect and prevent fraud. To assist us with this, information provided by you in relation to your free school meals application will be cross-checked internally with Education, Housing, Council Tax and Housing Benefits/Council Tax Reduction, Catering and your child's school.

In light of the recent changes to free school meal awards and payments as a result of the Coronavirus outbreak, we will also share information externally with Cifas to detect and prevent fraud. Please see the link below to Cifas which explains how your personal data will be used for cross-checking and validation of applications;

<https://www.cifas.org.uk/fpn/covid19>

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.

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)

3. 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. For details on Cifas retention please see link below:

<https://www.cifas.org.uk/fpn/covid19>

4. Access to my personal information?

You can find out if we hold any personal information by making a subject access request under the General Data Protection Regulation 2016 and Data Protection Act 2018. To make a request for any personal information we may hold you need to contact:

Access to Records Team
Pembrokeshire County Council
County Hall
Haverfordwest
SA61 1TP
accesstorecords@pembrokeshire.gov.uk
01437 775798

5. Your Rights.

Under the General Data Protection Regulation 2016 and Data Protection Act 2018, you have rights as an individual which you can exercise in relation to the information we hold about you, not all rights will apply it will depend on the legal basis for processing your data.

- The right to be **Informed** – Individuals have the right to be informed about the collection and use of their personal data. This is a key transparency requirement under the GDPR.
- The right of **Access** – you are entitled to request access to and a copy of, information we hold about you.
- The right to **Rectification** – you have the right to ask to have your information corrected.
- The right to **Restrict** processing may apply – you may request that we stop processing your personal data however, this may delay or prevent us delivering a service to you. We will seek to comply with your request but may be required to hold or process information to comply with our legal duties.
- The right to **Object** – this is not an absolute right and will depend on the reason for processing your personal information.
- The right to **not be subject to automated decision-making and profiling**

6. 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

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
Telephone No: 0303 123 1113

7. Changes to this privacy notice.

We keep our privacy notice under regular review.