



# WARRINGTON

## Borough Council

### **Privacy Notice**

### **Families and Wellbeing – Free School Meals**

#### **Why we need your information**

Warrington Borough Council, are the data controller for the purpose of the Data Protection Act, we take our responsibility to protect your data seriously and we will use it in accordance with the legal requirements of the Act.

The information collected in relation to your free school meal application allows us check if you are eligible to claim free school meals for your children. By completing an application you are giving consent for the processing of personal data for the purposes described in this Privacy Notice.

#### **The type of information that is collected**

In order to process applications for free school meals and pupil premium the following information is collected:

- Parent/Carers name, date of birth and contact details
- Benefit claimant's name, date of birth and National Insurance Number
- address where the child ordinarily lives;
- Child(rens) names, date of birth, gender and school currently attending;

#### **Who the information may be shared with (internally and externally)**

Agencies we will share the information with:

- Education providers to advise them of children's entitlement to free school meals and pupil premium;
- Department for Education, free school meals eligibility hub in order to confirm entitlement to benefits which would make them eligible for free school meals

We may also use the information you provide for the following purposes:

- For the prevention and/or detection of crime or fraud;
- For research and statistical purposes, where data will be anonymised.

#### **How information will be used**

The information you will provide on your free school meal application form and any supporting papers will be used to:

- process your application;
- to confirm entitlement to benefits which would make you eligible for free school meals
- contact you in relation to your application.

## Protecting your information

Your application form and any supporting information will be stored securely by the Free School Meals Team both electronically and in hard copy. Any data shared outside the Council will be transferred in a secure, electronic format.

## How long we keep your information

- Children who are subject to Child Protection or Looked After Children information will be retained in accordance with the appropriate legislation
- Children who have an Education, Health and Care Plan or have had a Statement of Special Educational Needs, information will be retained until they reach the age of 35 years.
- All other children, information will be retained until they are 25 years of age or 15 years after they leave education, whichever is the longest.

## Your rights when it comes to your data

The accuracy of your information is important to us, if you change your address or if any other information we hold is inaccurate or out of date, please email us at [schooladmissions@warrington.gov.uk](mailto:schooladmissions@warrington.gov.uk)

You have the right under the data protection Act 1998 (General Data Protection Regulations) to request a copy of your information and to know what it is used for and how it is shared. This is called the right of subject access.

To request a copy of your data or ask questions about how it is used, please look at our webpages on Requests for Information available at

[https://www.warrington.gov.uk/info/201121/access\\_for\\_information/2352/request\\_for\\_information](https://www.warrington.gov.uk/info/201121/access_for_information/2352/request_for_information)

In the event that you no longer wish us to process the information for the purposes described in this Privacy Notice you may withdraw your consent at any time giving us written notice. You should understand, however, that we may nevertheless need to continue processing some or all of your personal information in accordance with our statutory obligations.

## How to complain if you are unhappy about how your data is used

If you are not satisfied with how your request has been dealt with, or if the information held about you is incorrect, you should email or write to Warrington Borough Council outlining your concerns.

If you wish to make a complaint then please contact us using one of the methods below:

Use the **online complaints form**

- Email us at: [contact@warrington.gov.uk](mailto:contact@warrington.gov.uk)
- Phone us on: 01925 443322
- Write to us at: Contact Warrington, PO Box 5 New Town House, Warrington, WA1 2NH
- Visit us at: Contact Warrington, 26-30 Horsemarket Street, Warrington, WA1 1XL

You also have the right to complain to the Information Commissioner's Office using the following details:-

## The Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

SK9 5AF

Telephone: 0303 123 1113

Website: [www.ico.org](http://www.ico.org)