TRANSPARENCY NOTICE
FREE SCHOOL MEALS TEAM

Here at Wakefield Council, we take your privacy seriously and will only use your personal information for the purpose(s) listed in section 2 below. This notice provides details of how the Council collects and uses information (data) about you.

We will keep your information (data) secure at all times.

1. Who we are.

a) The Controller for the information we hold is Wakefield Council. Contact details:

Telephone: 01924 306112
Email: dataprotection@wakefield.gov.uk

b) If you have any queries regarding your information that we are using for the purpose outlined in section 2, please contact the Controller's representative. Contact details:

David Atkins, Team Manager, Learner Support Services (Admissions, Transport and Free School Meals), Room 42, County Hall, Wakefield, WF1 2QL

c) The Council's Data Protection Officer is the City Solicitor: Contact details:

Telephone: 01924 305211
Email: dpo@wakefield.gov.uk

2. How we use your data:

The Free School Meals Team needs to collect the following information about you:

- Contact details, including name, address and telephone number for the applicant
- Your partner's contact details, including name, address and telephone number
- Identifying details including date of birth and national insurance/NASS Number
- Your partner's identifying details including date of birth and national insurance/NASS Number
- Full name(s) and date of birth
- The school your child is attending
- Family circumstances (eg benefit entitlements)

We use this information so that we can determine whether your child is eligible to receive free school meals.

We will also use this information so that we can determine whether your child's school is eligible to receive Pupil Premium Funding for your child.
We will also use this information so that we can determine whether your child is entitled to receive free transport to/from school.

Information will be used to respond to your queries and complaints.

To enable us to provide our service to you we will share your information with Wakefield Councils IT Systems, schools and academies and other teams within Wakefield Council (Home to School Transport Team, Finance, Management Information Team).

Should you decide not to provide any of the information we request from you we will be unable to process your application for free school meals.

3. What authority does the Council have to collect and use this information?

The Local Authority has a statutory duty in accordance with the Education Act 1996 to provide free school meals for children whose parent/carer are in receipt of specific Department for Work and Pension benefits. In accordance with the same legislation a parent/carer must request free school meals by completing an application form.

The Pupil Premium is additional funding given to publicly-funded schools in England by the Government to support the education of disadvantaged pupils including those children who are receiving free school meals.

a) Processing is necessary for the performance of a contract with the Data Subject or to take steps to enter into a contract
b) Processing is necessary for compliance with a legal obligation
c) The processing of information is necessary to protect the vital interest of the Data Subject
d) Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Controller.

4. How long will we keep your data?

Whenever we collect or process your personal data, we will only keep it for as long as is necessary for the purpose for which it was collected, including for the purposes of satisfying any legal, accounting, safeguarding or reporting requirements.

Your records will be kept for 6 years following the last entry in a record.

5. Your rights and your personal data

Under the GDPR you have the following rights:

Right of Access
You have a right of access to the personal information that the Council holds about you, and/or the right to be given a copy of the data undergoing processing.

Right to Rectification
You have the right to request that the Council corrects any personal data if it is found to be inaccurate, incomplete or out of date.

Right to Erasure
In certain circumstances, you may have the right to request your personal data is erased.

Right to Restriction of Processing
You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.

Right to Portability
You have the right to request the Council provide you with your personal data and where possible, to transmit that data directly to another data controller. However, this only applies to data that you have provided to us and not to all the information that the Council holds about you.

Right to Object to Processing
In certain circumstances, you may have a right to object to the processing of your personal data.

Automated Decision Making
Part of our process includes automated decision making. You have a right to not be subject to a decision based solely on automated processing.

Right of Complaint
You have a right to lodge a complaint with the Information Commissioner, please find contact details below.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

To exercise any of your rights, you should contact the Data Controller's representative as shown in section 1.

6. Further processing
If we wish to use your personal data for a new purpose, not covered by this Transparency Notice, then we will provide you with a new Transparency Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.