

# Privacy Notice

This document describes how and why we collect, store, protect, process and share the data you give to us. We collect personal data to help us to manage a Free School Meals application process, and to check children's eligibility to participate in the scheme on behalf of parents.

Date of Issue: 11 May 2018

Update History:

Version 1	First issue of a new Privacy Notice

Directorate: Communities

Service: Education

Team: Access Planning & Trading; School Admissions & Free School Meals Team

## About the Organisation

West Berkshire Council is the Data Controller. This means it is ultimately responsible for the data it holds about you.

Contact Address:

West Berkshire Council  
Market Street  
Newbury  
Berkshire  
RG14 5LD

ICO Registration Number: **Z6825178**

<https://ico.org.uk/ESDWebPages/Entry/Z6825178>

## The Data Protection Officer

The Data Protection Officer for West Berkshire Council is:

**James Gore AMBCS BA**

Contact details can be found here: <http://info.westberks.gov.uk/dpofficer>

## **What data will we collect about you?**

We collect:

- Parent/Carer details, which may include the following:
  - Name/s
  - Address
  - Email
  - Telephone number
  - Date of birth
  - Date of birth
  - Benefit Information
  - National Insurance Number
  
- Pupil/student details which may include the following:
  - Name/s
  - Address
  - Gender
  - Date of birth
  - Name of school/Nursery

*\* After an initial application for free school meals is received, further information may be required – for example, if we can't confirm your entitlement using the department for educations (DFE) checking system we may need to see a benefit statement/letter that confirms the benefits you receive.*

## **What will we use your data for?**

We only use the data you give us to work out whether a child is eligible for free school meals, and to keep in touch with parents/carers about the decision and any questions they may have.

We also use the data to make weekly checks on entitlement for free school meals while your child attends a West Berkshire School, as your circumstances might change.

## **Who will see your data?**

Your data will only be seen by authorised West Berkshire Council staff in the Education service, and your child's current school. They will only be notified of the entitlement and not the personal details you provide on the application form.

## **Why do we do this?**

Under the Education Act 1996, children are entitled to a free school meal if their parent's receive the relevant benefits. West Berkshire Council checks entitlement using a system made available to Local Authorities by the Department for Education.

The processing that the Council undertakes is therefore related to its legal duties under that Act, and also in the public interest in its role as a Local Education Authority.

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## **How long will your data be kept?**

Your data will not be kept any longer than necessary. You can check how long the organisation will keep each type of data against West Berkshire Council's retention schedule ([www.westberks.gov.uk/retention](http://www.westberks.gov.uk/retention)).

## **How is your data stored and processed?**

Your data will be held electronically on West Berkshire Council's network, with access limited to authorised staff, and will be protected using up-to-date technical and organisational security measures.

## **Transfer overseas**

Your data will not be stored or sent outside of the UK.

## **Your rights**

You have a number of rights when it comes to the data we hold about you. These are detailed on our request form ([www.westberks.gov.uk/dprequest](http://www.westberks.gov.uk/dprequest)) that also allows you to make a request for us to take action about something.

## **Complaints**

If you've already told us we need to do something, but we haven't responded in a way you're satisfied with, you can complain to the Information Commissioner's Office (the ICO). It's easiest to do this online via the ICO website (<https://ico.org.uk/concerns/handling/>), but you can also do so in writing to:

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

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