

# Free School Meals Winter Food Voucher Scheme School Privacy Notice

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

## Who we are

Your child's school collects, uses and is responsible for a range of personal information about you and your child. When we do so we are regulated under the General Data Protection Regulation which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws.

The Free School Meals Winter Food Voucher Scheme aims to help families with children who are eligible for Free School Meals and who may be having difficulties paying for food during Winter 2020-21.

## Personal information we collect and use

### Information collected by us

In the course of providing you with food vouchers, we will collect and use the following personal information, that you provide (or have previously provided to us):

- Your name, mobile telephone number and email address
- The internal unique reference that the school systems use
- The school your child attends
- The supermarket that you would like vouchers for

## How we use your personal information

We use your and your child's personal information to:

- process your application for free school meals winter food vouchers
- analyse the service that we are providing (not at child level)
- investigate claims of the voucher scheme's misuse

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

Records will be retained for no longer than 6 years plus the current financial year from the date of application before the records and all data we have in it is permanently deleted from its secure storage.

## **Reasons we can collect and use your personal information**

We collect and use your personal data to carry out tasks in the public interest.

We will only ever share your data on a basis of need, in line with legislation, and will always work transparently with you.

If you do not provide your data, we will not be able to process your application for free school meals holiday food vouchers.

## **Who we share your personal information with**

- teams within Kent County Council working to improve outcomes for children and young people
- commissioned providers of local authority services (working to administer the voucher scheme with KCC)

We may share your personal data with the National Fraud Initiative, which is administered by the Cabinet Office, for the purposes of assisting the prevention and detection of fraud.

We will share personal information with law enforcement or other authorities if required by applicable law.

## **Your rights**

Under GDPR you have rights which you can exercise free of charge which allow you to:

- know what we are doing with your information and why we are doing it
- ask to see what information we hold about you (subject access request)
- ask us to correct any mistakes in the information we hold about you
- object to direct marketing
- make a complaint to the Information Commissioner's Office

Depending on our reason for using your information you may also be entitled to:

- ask us to delete information we hold about you
- have your information transferred electronically to yourself or to another organisation
- object to decisions being made that significantly affect you
- object to how we are using your information
- stop us using your information in certain ways

We will always seek to comply with your request; however, we may be required to hold or use your information to comply with legal duties. Please note, your request may delay or prevent us delivering a service to you.

For further information about your rights, including the circumstances in which they apply, see the [guidance from the UK Information Commissioner's Office \(ICO\)](#) on individuals' rights under GDPR.

## Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost or used/accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

## Contact

Please contact your school's headteacher to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.

GDPR also gives you right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the [Information Commissioner](#) who may be contacted on 03031 231113.