

# Privacy Notice for Free School Meals



## Nottingham City Council Information Compliance

**Service Area: Pupil Benefits**  
**Directorate: Finance & Resources**  
**PN-0323**

**09/2023**

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Free School Meals are a statutory benefit available to school-aged children from families who receive certain qualifying benefits. Younger children may also be eligible for Free School Meals if they attend a local authority nursery school or nursery class and attend full days.

Nottingham City Council administers the Free School Meal scheme for eligible children in Nottingham on behalf of the Government. We also provide food vouchers (from the Household Support Fund) to ensure families of children who are eligible for free school meals during term time are able to purchase food during the holidays to replace the meals their child would have received during the school day.

### **How we will use your information**

We need to collect your personal data in order to provide these services, which may include:

- your contact details (name, address, telephone number and email address)
- details about you (date of birth, national insurance number and gender)
- details about your child (name, date of birth, gender, school and year group)
- if you have declared a partner on your claim for benefits we may also use details about them (date of birth, national insurance number and gender) to ensure we have matched the correct family on our systems

If you apply for a Free School Meal online, you provide this information to us directly. Someone else (for example school staff, a social worker, your GP or CAB) can also apply on your behalf.

We also carry out a data matching exercise each year to identify children who might be entitled to Free School Meals. Further information about this can be found [here](#).

We use your personal data to:

- check whether your child is eligible for Free School Meals
- notify your child's school of their entitlement to Free School Meals
- provide food vouchers to support families during the school holidays
- deal with any complaints or concerns
- detect fraud and protect public funds

Under data protection law, we need to have a lawful basis to process personal data. We are allowed by law to provide Free School Meals to eligible children in Nottingham under Section 512ZB of the Education Act 1996. As a result, our lawful bases are:

- Processing is necessary for performance of a task carried out in the public interest (Article 6(1)(e) of UK GDPR)

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

We will share information with:

- your child's school or early years provider to let them know that your child has been awarded a Free School Meal
- The Department for Education's Free School Meals checking service
- if you move to a different local authority, we may also need to share information with them (this is to confirm that your child was awarded Free School Meals in Nottingham).

## **How long do we keep your information for?**

We hold personal data in line with Nottingham City Council's retention schedule. We keep your personal data as long as your child remains eligible for free school meals, and then for a further six years. We need to keep your information for this long to comply with anti-fraud legislation.

At the end of the retention period, the information is reviewed and only retained where there is an ongoing requirement to retain for a statutory or legal purpose. Following this, personal information will be securely destroyed.

## Your Rights

You have rights under Data Protection law. For further details about your rights and your right to make a complaint, contact our Data Protection Officer, by [clicking here](#) and completing the form:

You can also write to the Data Protection Officer at:

Nottingham City Council  
Loxley House  
Station Street  
Nottingham  
NG2 3NG

For more information regarding data protection issues you may wish to contact the Information Commissioners Office (ICO) at [casework@ico.org.uk](mailto:casework@ico.org.uk)

You can also contact the Information Commissioners office at:

Information Commissioners office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK95AF

For more information about the ICO visit: [www.ico.org.uk](http://www.ico.org.uk)