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Service Area:	Communities Services
Work Area:	Catering Services
Contact Details:	01443 864055 www.catering@caerphilly.gov.uk
Privacy Notice Name:	Free School Meals
Description of Privacy Notice:	This privacy notice will explain how Caerphilly County Borough Council will use the information you provide to assess your entitlement to free school meals for your child/children.

How we will use your information

Purpose and legal basis for using your information

Purpose of processing

Caerphilly County Borough Council administer the Free School Meals scheme on behalf of the Welsh Government and will process your personal information to assess your entitlement to free school meals for your child/children.

Legal basis for processing

In order for the processing of personal data to be lawful under the General Data Protection Regulations 2016, a valid condition from Article 6 of the Regulations must be identified, which is outlined below:

1c. processing is necessary for compliance with a legal obligation to which the controller is subject i.e. Education Act 1996

1f. processing is necessary for the purposes of the legitimate interests

Who will have access to your information

Identity of Data Controller and Data Protection Officer

The Data Controller for your information is Caerphilly County Borough Council. The Data Protection Officer is:

Mr Carl Evans
Corporate Information Governance Manager / Data Protection Officer
Email: dataprotection@caerphilly.gov.uk
Tel: 01443 864322

Other Data Controllers may also be responsible for your information, depending on the specific circumstances. Please contact the Service Area for further information.

Details of main users of your information

The information you provide will be used by Caerphilly County Borough Council's Catering Services to assess your eligibility to free school meals for your child/children.

Details of any sharing of your information within Caerphilly County Borough Council

If you are eligible, we will share your information with other Council Departments i.e. Education and schools, to enable them to provide free school meals for your child/children.

Details of any sharing of your information with other organisations

The information you provide may be shared with other government agencies to enable us to determine your eligibility for free school meals and to identify and detect fraud i.e. the Department for Work and Pensions (DWP), Welsh Government and Her Majesty's Revenues & Customs (HMRC).

Details of any external data processors

Caerphilly County Borough Council has agreements in place with our external data processors to ensure the privacy of the information they're processing on behalf the Caerphilly County Borough Council.

An external company provides the cashless catering system to Caerphilly County Borough Council and your personal data may be shared with them to allow them to provide this service. The company used is:

Uniware Systems Ltd
84/85 Riverside III
Sir Thomas Longley Road
Rochester
Kent
ME2 4BH

Payments in lieu of free school meals are administered by Caerphilly County Borough Council via the post office.

Details of transfers to any countries outside of the European Economic Area

We will not transfer your information outside the EU.

Requests for information

All recorded information held by Caerphilly County Borough Council may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and Data Protection legislation.

If the information you provide is subject to such a request, where possible Caerphilly County Borough Council will consult with you on its release. If you object to the release of your information we will withhold your information if the relevant legislation allows.

How long will we retain your information

Details of retention period

How long Caerphilly County Borough Council retains information is determined through statutory requirements or best practice.

Current financial year + 6 years

Your Rights (Inc Complaints Procedure)

Your rights under the Data Protection

Data Protection gives data subjects (those who the information is about) a number of rights:

- The right of subject access – Application forms for this process are available on our website: [SAR Form](#)
- The right to be informed
- The right of rectification
- The right to erasure
- The right to restrict processing
- The right to object
- The right to data portability
- Rights in relation to automated decision making and profiling.

Further information on your rights is available from: www.ico.org.uk.

To enact your rights please contact the service area detailed on the top of this form.

Complaints Procedure

If you are unhappy with the way that Caerphilly County Borough Council has handled your request / information, you have the right of complaint. Please contact the Service Area detailed at the top of this document outlining your issues.

If you remain unhappy you also have a right of complaint to the Information Commissioner's Office. Please follow this link for further information on the complaints process.

www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information/Questions-and-complaints