

Privacy notice – Free School Meals, Business Support, Learning & Skills

Who we are?

Shropshire Council is the local government authority for Shropshire. Our address is: Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND. You can contact our Data Protection Officer on: 01743 252774 or by email at: information.request@shropshire.gov.uk

How do we collect information from you?

We collect information from you when you visit the Shropshire Council website also when you contact us in writing, speak to us on the phone, by email or any other type of electronic communication, or talk to us face to face.

What types of information do we collect from you?

We collect different categories of information about you, depending on the service you want from us and/or the reason why we need to process information relating to you. This could be personal information (for example your name and address), or other more sensitive data that we would only collect and use in very particular circumstances that are set out in law.

Details of information obtained from third parties?

DfE Eligibility Checking System (ECS) – by inputting the applicant's National Insurance/NASS number, date of birth and first three characters of their surname (provided by the applicant) the checking system returns an eligibility result. This identifies if an applicant is eligible to claim for free school meals or if we need to view proof of benefit information from the applicant. The result returned by the ECS only provides an equivalent yes or no answer it doesn't provide any other personal details or details of what benefit the applicant is in receipt of.

If we do need to ask for proof of benefit the applicant will need to send us a copy of their benefit letter/award statement to review.

Both sources of information are not from publicly accessible sources.

How is your information used?

We will use your information to establish if your child is eligible for free school meals.

Research and statistics

Anonymised and pseudonymised data may be used for research & statistical purposes. Any data collected may be used for research and statistical purposes that are relevant and compatible with the purpose that the data was collected for.

Who has access to your information?

We may share your information with the following third parties for the reasons detailed;

We will share your information with:

- Department for Education (via the ECS checking system):
By inputting the applicant's National Insurance Number/NASS Number, date of birth and the first three characters of their surname the ECS system returns a free school meals (FSM) eligibility result.
- Schools:
The child's school will be informed of their FSM eligibility status. When a child transfers schools, details regarding FSM eligibility may also be verified with the new school/LA and the FSM Team.
- School Transport Team:
In some cases to be eligible for support with school transport costs FSM eligibility is checked.
- Other council departments as necessary.
- Statutory agencies, National Fraud Authority – we may share your information with statutory agencies in line with our legal obligations and/or in completion of our public tasks.

The sharing of information takes place to verify entitlement to free school meals and delivery of the service.

We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.

What are your rights in relation the personal data we process?

Access – you can request copies of any of your personal information that is held by the Council.

Rectification – you can ask us to correct any incorrect information.

Deletion – you can ask us to delete your personal information. The Council can refuse to delete information if we have a lawful reason to keep this.

Portability – you can ask us to transfer your personal data to different services or to you in some circumstances.

Right to object or restrict processing – you have the right to object to how your data is being used and how it is going to be used in the future.

Right to prevent automatic decisions – you have the right to challenge a decision that affects you that has been made automatically without human intervention, for example an online form with an instant decision.

How long will we keep your information for?

We keep and dispose of all records in line with our corporate retention schedule. We will comply with Data Protection legislation in regards to how long we keep your data.

What security precautions in place to protect the loss, misuse or alteration of your information?

We are strongly committed to data security and will take reasonable and appropriate steps to protect your personal information from unauthorised access, loss, misuse, alteration or corruption. We have put in place physical, electronic, and managerial procedures to safeguard the information you provide to us. However, we cannot guarantee the security of any information you transmit to us. We recommend that you take every precaution to protect your personal information.

Keeping your data up to date

We want to ensure any information we hold is accurate. You can help us by promptly informing us of any changes to the information we hold about you.

Details of any automated decision processes

When free school meals applications are being processed there is a direct link to DWP data (ECS checking system) to confirm if the entitlement criteria is met. This is to ensure accurate decisions using current data. It also means that in the majority of cases the applicant doesn't need to supply supporting documents.

Under 13

If you are accessing online services and are under the age of 13, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

Cookies & IP addresses

What are Cookies and why are they used?

Cookies are small text files which identify your computer to our servers. They are used to improve the user experience. View what cookies we use and how you can manage them at <https://shropshire.gov.uk/website-information/use-of-cookies/>

Complaints

If you would like to make a complaint regarding the use of your personal data you can contact our Data Protection Officer;

By Post: Information Governance
Shropshire Council,
Shirehall,
Abbey Foregate,
Shrewsbury,
SY2 6ND

By phone: 01743 252774

By email: information.request@shropshire.gov.uk

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO):

By Post: Information Commissioner's Office
Wycliffe House

Water Lane
Wilmslow
Cheshire
SK9 5AF

By phone: 0303 123 1113 {local rate) or 01625 545 745 if you prefer to use a national rate number

Alternatively, visit ico.org.uk or email casework@ico.org.uk