

Appendix D - COVID-19 October Half-Term Free Schools Meals (FSM) Fund Privacy Notice

Why we collect data:

Staffordshire County Council (SCC) has received a grant from Government to support those who are struggling to afford food and other essentials due to COVID-19.

We will collect data to ensure that this grant is used to support families and vulnerable individuals who are experiencing financial hardship, so that they are able to access food and essential supplies during the COVID-19 pandemic.

SCC is seeking to support families through a COVID-19 October Half-Term Free Schools Meals (FSM) Fund which will enable children who are in receipt of benefits-related Free School Meals (FSM) to access a £15 Supermarket eVoucher. To enable us to maximise the number of children benefiting from this Fund, SCC will require each school to submit data via an e-Voucher Order Form. Schools will be required to identify any children who are eligible for FSM, seek consent from parent/carers to share their data with us and then submit this to SCC, enabling us to administer an e-Voucher for each child.

What data we will collect from a school:

In order to provide the parent/carer with an eVoucher to utilise SCC will require:

- eVoucher recipient name
- eVoucher recipient telephone number
- eVoucher recipient email address

How we collect your data:

We will collect the data via the e-Voucher Order Form directly from schools. It is expected that schools will have obtained consent from the parents/carers to share their personal data (outlined above) with SCC. Only data that directly relates to a child who is eligible for FSM should be shared.

We may collect data from:

The information you provide us with will be used to administer an e-Voucher directly to a parent/carer. Where necessary, information will be shared with partners and other organisations that provide services on our behalf. In such cases, the information provided is only the minimum necessary to enable them to accurately administer the e-Voucher and to record this process. These organisations are required to retain all information in a secure manner and only use it to undertake the COVID-19 October Half-Term Free Schools Meals (FSM) Fund.

We are also required by law to protect the public funds we administer and may share information provided to us with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud. More information is available from the National Fraud Initiative web site.

How we look after your data:

Under the General Data Protection Regulations we have a legal duty to protect any information that we hold in relation to the COVID-19 October Half-Term Free Schools Meals (FSM) Fund . We take measures to safeguard all data and apply security standards and controls to prevent any unauthorised access to it. Information which you have provided to the council will be stored securely. It will only be used for the purpose(s) stated when the information was collected.

What are your rights?:

Under the GDPR, as the Data Subject, you have the right to:

- access the information we hold about your school. This information is usually provided free of charge but we may charge depending on the administrative costs of providing the information. You have the right to request this in machine-readable form so that it can, if required, be transferred to a third party;
- request that we rectify any information held about the COVID-19 October Half-Term Free Schools Meals (FSM) Fund that is incorrect. Simple inaccuracies, such as recipient telephone/email changes will be made. Depending on the purpose for processing, records (including statements and opinions) may not be changed;
- request that records we hold about your school are erased;
- restrict processing of the information we hold about your school if you have an objection to that processing, whilst your objection is investigated;
- request that any information that you have provided to us is given back to you in a format that you can give to another service provider if required;
- object to the processing of your COVID-19 October Half-Term Free Schools Meals (FSM) Fund information, including automated decision making and profiling;
- Make a complaint to a supervisory authority if you are not satisfied with how the information held about you has been handled.

How to contact us:

Please contact us if you have any questions about our privacy policy or information we hold about you, or if you have a complaint about privacy or misuse of data.

Email: dpo@staffordshire.gov.uk

Post to:

Data Protection Officer

Information Governance Unit

Staffordshire County Council

Staffordshire Place 2, Tipping Street,

Stafford, ST16 2LP.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO)