

PRIVACY NOTICE

St. Andrew's C of E Primary School - Free School Meal Voucher



Being transparent and providing accessible information to individuals about how we use personal information is a key element of the Data Protection Act 2018 and the General Data Protection Regulation (Regulation (EU) 2016/679).

The information being processed

Plymouth City Council are using a partner organisation to deliver Free School Meal e-vouchers to those eligible pupils. The information being processed is:

- Parent/Guardian name, email address and/or mobile telephone number,
- Child's name
- Free school meal status

This information will be used solely for the delivery of the free school meal vouchers.

Information sharing

To ensure that the council can efficiently provide you with the e-vouchers they have asked schools to share your information with their delivery partner. In this case, the information collected will be shared with:

- Wonde
- Evouchers.com (a product of Wonde)

We will only provide information about you to provide this service or where we are legally obliged to.

We will only ever share your information if we are satisfied that our partners or suppliers have sufficient measures in place to protect your information in the same way that we do.

We will never share your information for marketing purposes.

Retention periods

The data shared will be destroyed once the processing has taken place and by the end of the contract at the latest, (currently 31 March 2022)

Purpose of processing personal information

As a local authority, Plymouth City Council delivers a free school meals service to you/your child which is delivered with the support of your child's school. The council, need the support of schools to continue the delivery of free school meals, in the form of e-vouchers during school holidays. In order to do this in an effective way, schools will need to collect and use personal information about you.

The Data Protection Act 2018 and the General Data Protection Regulation ensure that we comply with a series of data protection principles. These principles are there to protect you and they make sure that we:

- Process all personal information lawfully, fairly and in a transparent manner.
- Collect personal information for a specified, explicit and legitimate purpose.
- Ensure that the personal information processed is adequate, relevant and limited to the purposes for which it was collected.
- Ensure the personal information is accurate and up to date.

- Keep your personal information for no longer than is necessary for the purpose(s) for which it was collected.
- Keep your personal information securely using appropriate technical or organisational measures.

The lawful basis for processing your personal data

- Public task: the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

Your rights

You have certain rights under the Data Protection Act 2018 and the EU General Data Protection Regulations (GDPR), these are:

- The right to be informed via privacy notices such as this.
- The right of access to any personal information the council holds about you.
- The right of rectification, we must correct inaccurate or incomplete data within one month.
- The right to restrict processing. You have the right to the suppression of your personal data. We can retain just enough information about you to ensure that the restriction is respected in future.
- The right to object. This is dependent on the purpose and basis for our processing.
- You have rights in relation to automated decision making and profiling, to reduce the risk that a potentially damaging decision is taken without human intervention.

Processing your information for other reasons

We may need to process or share your information for a legal reason, outlined in the Data Protection Act, which is not related to the service we are providing, for example:

- To protect a child, an adult with care and support needs, or member of the public
- For the purposes of the prevention and/or detection of crime.
- For the assessment or collection of a tax or duty
- Where the disclosure is directed by the court or required by law

Your information will only be shared where we have a lawful basis for doing so.

Details of transfers to third country and safeguards

Your personal data will be stored and processed by Wonde and Evouchers.com Wonde on servers hosted in Amazon Web Services (AWS) facilities in Ireland.

Data Controller

Plymouth City Council is registered as a data controller. Their privacy notice can be found here: [plymouth.gov.uk Privacy_Notice-FreeSchoolMeals.pdf](https://plymouth.gov.uk/Privacy_Notice-FreeSchoolMeals.pdf)

St .Andrew's C of E Primary School is registered as a data controller with the Information Commissioner's Office (registration number: Z8214256).

Contact details for the school's Data Protection Officer are:

L Easterbrook Plymouth City Council

Information Commissioners Office

If you remain dissatisfied with the way we have handled or shared your personal data you have the right to raise a complaint with the Information Commissioner's Office. They can be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Tel: 0303 123 1113 <https://ico.org.uk/make-a-complaint/>