



To be completed by the parent/legal guardian of the child/children for whom Free School Meals is/are being claimed.

Name of Applicant: _____ **Relation to pupil(s):** _____

Full Address: _____

Post Code: _____

Telephone Number: _____ **Date of Birth of Parent/Guardian:** _____

National Insurance Number: _____ **Email:** _____

Please indicate if you are in receipt of one of the following benefits

YES / NO

Income Support/Employment Support Allowance (Income Related).

☐

Income Based Jobseekers Allowance.

☐

Child Tax Credit, provided they are not entitled to Working Tax Credit and their annual income does not exceed £16,190 (HM Revenue and Customs are responsible for assessing the level of annual income).

☐

Guaranteed element of State Pension Credit.

☐

Support under the Immigration and Asylum Act 1999.

☐

Working Tax Credit 'run-on' – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit.

☐

Universal Credit - If you apply on or after 1st April 2019, your household income must be less than £7,400 a year (after tax and not including any benefits you get).

☐

Please indicate below the details of each dependant child who is in full time attendance at school

Full Name of Child	Date of Birth	Name of School (to be attended in Sept 2023)	School Year (to be entering in Sept 2023)	Is each child living with you? Yes/No

DECLARATION

I agree that you will use the information I have provided to process my claim for free school meals and will contact other agencies (Jobcentre Plus, Department of Work and Pension, HM Revenue & Customs) as allowed by law to verify my initial and ongoing entitlement.

I declare that the information given on this form is a correct statement of my circumstances and I undertake to notify the Authority immediately of any changes in my circumstances. I understand that the Neath Port Talbot Education Department reserves the right to take suitable action should it be discovered that a false declaration of income has been made. I understand that the results of any free school meal eligibility check may also be used to assess my entitlement to receive a School Essentials Grant.

Signature of Applicant: _____ **Date:** _____

FOR OFFICE USE ONLY		
Hub Verified	Input by	Date

Please complete and return to:

Child and Family Support Team, Free School Meals, Civic Centre, Port Talbot. SA13 1PJ.

Neath Port Talbot County Borough Council
Free School Meals Privacy Notice

1. In providing us with your personal information you hereby acknowledge that Neath Port Talbot County Borough Council is the Data Controller for all the personal information you provide (for the purpose of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA)).
2. The personal data which we collect from you will be used by the Council (pursuant to it carrying out its various statutory and business functions) for the following purposes:
Processing your application for the purpose of authorising the provision of a free school meal and /or allocating a School Uniform Grant.
3. As a Data Controller the Council is required under GDPR to inform you which of the Article 6 GDPR “Data Processing Conditions” it is relying upon to lawfully process your personal data. In this respect please be advised that in regards to the data provided by you we are relying on the following two Article 6 conditions;
 - i. “The data processing is necessary for compliance with a legal obligation to which the controller is subject”. (Article 6(1)(c) UK GDPR).
 - ii. “The data processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.” (Article 6(1)(e) UK GDPR).
4. We may share your personal data securely with the following third parties (i.e. persons/bodies/entities outside the Council) in accordance with data sharing arrangements which we have in place with those third parties Schools to provide the service, Revenue Section to check eligibility, Welsh Government to claim funding, DWP to check eligibility, Other Local Authorities
5. The personal information collected from you will be held by the Council for a period of 7 years.
6. Please note that we are required to collect certain personal data under statutory requirements and in such cases a failure by you to provide that information to us may result in the Council being unable to provide you with a service and/or could render you liable to legal proceedings.
7. We would inform you that under Article 21 UK GDPR you have the right at any time to object to the Authority about the fact that we are processing your personal data for the purposes of carrying out a public task or exercising our official authority.
8. The Council will not transfer any of your personal data outside of the European Economic Area or other country with an adequacy decision. All processing of your personal data by us will be carried out in the United Kingdom, European Economic Area or other country with an adequacy decision.
9. The Council will not use your personal data for the purposes of automated decision making.
10. Please be advised that under UK GDPR individuals are given the following rights in regards to their personal data:
 - i. The right of access to their personal data held by a data controller.
 - ii. The right to have inaccurate data corrected by a data controller.
 - iii. The right to have their data erased (in certain limited circumstances).
 - iv. The right to restrict the processing of their data by a data controller (in certain limited circumstances).
 - v. The right to object to their data being used for direct marketing.
 - vi. The right to data portability (i.e. electronic transfer of data to another data controller).

Further information on all the above rights may be obtained from the Information Commissioner’s website:
www.ico.org.uk.

11. In the event that you have any queries regarding our use of your personal data, you wish to have access to the same or you wish to make any complaint regarding the processing of your personal data please contact the Council’s Data Protection Officer at the Chief Executives Directorate, Civic Centre, Port Talbot, SA13 1PJ.
12. Please be advised that in the event that you make a request or a complaint to the Council’s Data Protection Officer (see 11 above) and you are dissatisfied with the Council’s response you are entitled to complain directly to the Information Commissioner’s Office. Details of the Commissioner’s Office contact details and further information on your rights may be obtained from the Commissioner’s website – www.ico.org.uk.