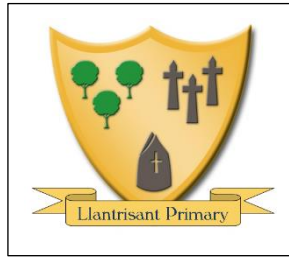


# LLANTRISANT PRIMARY SCHOOL



## Privacy Notice for School Meals

### Why we share pupil information

In this privacy notice, we have summarised some of the key ways in which we use your personal information for School Meals. This information should be read in conjunction with our School's general Privacy Notice.

### The categories of pupil information that we collect, hold and share can include:

- Personal information (such as name and address)
- Family, lifestyle and social (such as Free School Meals status)
- Health and religion information for special dietary requirements

### Why we collect and use pupil information

We use the pupil data to for the purpose of maintaining accurate and up to date school meal records including free school meals, payments and special dietary requirements etc

### The categories of parent/carer, staff and 3rd party information that we collect, hold and share can include:

- Personal information (such as name, address and contact details)
- Financial details (such as amounts owed)

### Why we collect and use parent/carer, staff and 3<sup>rd</sup> party information

We use parent/carer, staff and 3<sup>rd</sup> party data:

- to process payments for school meals
- to maintain financial records (such as amounts owed)

## **Collecting information – who we get our data from**

Whilst the majority of information provided to us is mandatory, some of it is provided to us on a voluntary basis with consent. In order to comply with the General Data Protection Regulation (GDPR), we will inform you whether you are required to provide certain information to us or if you have a choice in this when the data is collected.

In the case of school meals we will get our data from:

- Parents/carers
- Local Authority services such as Finance and Catering Direct

## **Who we share information with**

We share information with:

- RCT Local Authority – Finance, Catering Direct
- Capita SIMS – 3<sup>rd</sup> party processor used to record, process and store data

For Privacy Notice information relating to the organisations above, please visit the data protection pages of their websites.

## **The lawful basis on which we use this information**

UK Data Protection legislation is set out in the Data Protection Act 2018 and the GDPR.

This legislation states that we are allowed to use and share personal information, only where we have a proper and lawful reason for doing so.

Our lawful bases for processing personal information for school meals are:

- **Public Task** –processing is necessary for the school to undertake its statutory responsibilities as a public body and is exercising official authority which is laid down by law– RCT financial procedures and Healthy Eating in Mainstream Schools 2014

## **Storage and disposal of personal data**

We hold personal data in line with the guidance set out in the Retention Schedule, contained within the **IRMS Toolkit for Schools**.

Following the retention period expiry, information will be destroyed securely and permanently.

## **Requesting access to your personal data and your rights**

The GDPR gives you important rights. To find out more about accessing personal data and the other rights, please visit our school's general privacy notice.

## **Contact**

If you would like to discuss anything in this privacy notice, please contact our Data Protection Lead.

**Approved by:** The Governing Body **Date:** October 2020

**Next review due by:** Autumn Term 2021

## Version Control

<b>Version no</b>	<b>Valid From</b>	<b>Valid To</b>	<b>Comments</b>
1.0	May 2020	May 2021	Final document