

## Privacy Notice:

### Notification regarding the processing of personal data supplied on this form

**Data Controller** – Somerset County Council

**Data Protection Officer contact** – [informationgovernance@somerset.gov.uk](mailto:informationgovernance@somerset.gov.uk)

**Purpose for processing** – The information requested will be used for processing your child(ren)'s free school meals and pupil premium claim.

**Legal basis for processing** – We are processing your personal data because we are required to do so by law.

**By Law** – Education Act 1996

**Legitimate Interests** – SCC will also use your data for the purposes of monitoring quality, audit and for dealing with any enquiries or complaints.

**Data Sharing** – the personal data provided will only be disclosed to staff in the Local Authority who have a right of access and where appropriate, any school that your child(ren) attend as well as Somerset County Councils software supplier and the Department for Education.

**Transfers abroad** – this data is held within the EU and is accessible by the approved application provider.

**Data Retention** – the personal data supplied on this form will be retained for as long as is necessary to meet our statutory requirements and legitimate interests and it will be disposed of in a manner appropriate to its sensitivity.

**Your Rights** – You have the right to ask Somerset County Council for a copy of your data, the right to rectify or erase your personal data, and the right to object to processing. However, these rights are only applicable if the Council has no other legal obligation concerning that data. You also have the right to complain to the regulator, <https://ico.org.uk/>

**Consequences:** If you do not supply this information to us, we will not be able to do process your application for free school meals and pupil premium.

For more information see [www.somerset.gov.uk/privacy](http://www.somerset.gov.uk/privacy)