

## Sign here to confirm you accept the content of Data Protection Act 1998 statement

DATA PROTECTION ACT 1998 - I have read and understood the enclosed Data Protection Guide and give my consent for the information I provide on this form to be kept on a database and be processed in accordance with the Data Protection Act 1998.

I confirm that all information given by me on this form is correct and that I will notify the School immediately of any change in my circumstances. I understand that the School may check with the local Benefits Office if in doubt.

Signed..... Date .....

## Data Protection Act 1998 What does this Mean to You?

As we will be processing your personal data, the law requires that we comply with the Data Protection Act 1998. This means that we have a responsibility under the law to process your personal data fairly and lawfully according to the principles of the Data Protection Act 1998. In the interests of fair processing, the Data Protection Act 1998 requires us to provide you with the following information:

### 1. Who is the Data Controller?

Aberdeen City Council, Marischal College, Broad Street, Aberdeen AB10 1AB.

### 2. Who is the nominated representative of the Data Controller?

The Director of Legal and Democratic Services.

### 3. The purposes for which the information on this form is being collected:

- Administrative purposes in connection with the provision of free school meals to your child/children.
- Where applicable, for the purposes of providing services to your child/children where an application for an Accord Card has been made.

### 4. The following information may also be of interest to you:

- We will only process data which is adequate, relevant and not excessive in relation to the purposes for which it is being processed.
- We will ensure that the data processed is accurate and kept up to date, where necessary.
- We will only keep this data for as long as the requirement for free school meals lasts.

*Under the Data Protection Act 1998, you have a right to access personal data held about you by Aberdeen City Council ("subject access request"). Subject access requests should be made in writing and forwarded to the information Management Liaison Officer, Education and Children's Services, Marischal College, Broad Street, Aberdeen AB10 1AB. A charge may be applicable for information provided to you in connection with a subject access request. Any enquiries with respect to a subject access request should be made directly to the Information Management Liaison Officer at the above noted address.*

## How Does My Child Receive Free School Meals?

### Secondary Schools

Secondary schools have a cashless catering system and pupils use a smartcard (Accord Card) to spend monies on their 'account'. Pupils have a daily allowance (£2.35) automatically credited to their 'account' to spend on meals. The Accord card is used in such a way that no-one can tell your child receives free school meals.

### Primary Schools

In primary schools a new cashless catering system is being delivered. All Smartcards look the same all pupils order meals in such a way that no-one can tell your child receives free school meals.

If the primary school does not have the cashless system yet, paper meal tickets are issued and all pupils use the tickets in the same way.

For more information on cashless catering **visit [aberdeencity.gov.uk](http://aberdeencity.gov.uk)**



# Free School Meals!

## Please Register Now

This registration now releases pupil equity funding of £1200 per child direct to their school

## Who is Entitled to Free School Meals?

**Pupils will be eligible for free school meals if their parents/carers are in receipt of ONE of the following:**

- Income Support
- Income-based Job Seeker's Allowance
- Any income related element of Employment and Support Allowance
- Child Tax Credit with an income under £16,105
- Both maximum Child Tax Credit and maximum Working Tax Credit with an income under £6,420
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit

Pupils who receive any of these benefits in their own right can also claim free school meals.

**Each child who is registered for free school meals receives £1200 pupil equity funding for their school so please register now.**



## How Do I Apply?

Complete the application part of this leaflet and take it to your child's school or Marischal College along with current evidence of your benefits.

Separate forms must be submitted if children from the same family attend different schools.



If your benefit stops or there are changes to your Tax Credits during the year, please tell the school as soon as possible. If you are experiencing any difficulties in providing the necessary documentation, please contact us for advice and assistance.

### Contact details are below

#### **Aberdeen City Council Education and Children's Services**

For more information on free school meals and to download a 'free school meal' application form visit the Aberdeen City Council website at: **aberdeencity.gov.uk** or call **03000 200293**

## Application for Free School Meals

Name of School

### Details of Parent / Carer

Name of Applicant (Mr/Mrs/Miss/Ms)

Relationship to Pupil(s)

Address

Phone No

### Details of child(ren)

Name(s)	Date of Birth