

FREE SCHOOL MEALS APPLICATION FORM

CHILDREN WHOSE PARENTS/CARERS RECEIVE THE FOLLOWING ARE ENTITLED TO FREE SCHOOL MEALS:

- Income support
- Income-based job seeker's allowance (not contribution based)
- Income related employment and support allowance
- Guaranteed state pension credit
- Child tax credit (where there is no element of working tax credit AND the total household income for tax credit purposes is assessed to be less than £16,190 per year)
- Financially supported by NASS (National Asylum Support Service)
- Universal Credit if you apply on or after 1 April 2018 your household earned income must be less than £7,400 a year (after tax and Ni not including any benefits you get).

IMPORTANT:- Please note if you are in receipt of working tax credits you will not be entitled to a free school meal

Administration of free school meals is undertaken by Croydon housing benefits section for pupils attending a school within Croydon. **Please return the form to the school office or via email to office@kenleyprimary.org.uk**

DETAILS OF PARENT/CARER WITH QUALIFYING BENEFIT:

Title	First name	Surname	Date of birth	National Insurance number

Address	
Post-code	
Telephone number	
Email Address	

DETAILS OF CHILD/CHILDREN:

Family name/surname	First name	Date of birth	Name of school	Gender M/F

Consent Statement

You have made an application for assistance to Croydon Council's Free school meals checking service

We will need to make further enquires and to collect some information about you, so that we can process your application correctly. We may also need to speak to a number of people for you, or ask them about the information that you have provided.

This consent form explains which types of information we may collect about you, when you use our services, and how we use it.

Which types of information do we collect about you?

When you register with us, contact us, or use our services we have to collect some information about you. This information helps us to carry out specific functions so we can process your application.

The information that we collect about you may include:

- your contact details (including your name, address, email address and telephone number)
- your personal details (including your date of birth, gender)
- your national identifiers (including NHS number and National Insurance (NI) number)

We also collect information, when you voluntarily complete customer surveys and provide feedback.

Why we collect this information, and how we use it.

The Gateway and Welfare Service provides support to customers by creating long term solutions and helping you to support yourself. The reasons why we collect information about you, and how we use it, can be different, depending on which service(s) you receive from us.

In general, we will use your information to:

- provide efficient and effective services
- help you access the correct services
- prevent, detect and prosecute fraud, corruption or other crimes
- deliver national government programmes and initiatives
- complete statistical analyses to monitor service provision, but will not be shared (or will be anonymised if shared)

We also provide:

- help to identify the assistance you need
- support and advice on managing your money
- Identify other services (either in the council or outside the council) that you may need

Sometimes, we need to share information about you with other agencies or organisations, so that we can help you effectively. The following is a list of some (but not all) of the organisations we might share this information with:

- council departments at relevant authorities (e.g. environmental services, social services, income and benefits, early years help, education department)
- the Department for Work and Pensions (DWP)
- government departments, agencies and other public bodies
- (e.g. HMRC, the police)
- schools

Information sharing

We will only share your information, if you agree to it AND where the law states that we may share this information. We may use this data (information) to improve our overall service delivery. This data will not be shared (or will be anonymised if shared).

Croydon Gateway and Welfare Department will only share this information to make sure you receive help, which relates to the areas of support we have listed in this consent form.

Some of the teams in Gateway may need to gather information about you from other internal teams at Croydon Council and external partners. We do this to help build a picture of your wider circumstances, e.g. housing information, council tax information, and/or social or

support service information. We also don't want to duplicate any other assessments or plans about you, which might already be in place.

When you sign this consent form, you are giving your clear consent, for us to hold, share and retrieve information about you from those service areas. You are also consenting to allow us to have conversations with other council or external professionals from whom you may have already received (or asked for) support, such as (but not limited to):

- Housing
- Council tax
- Welfare rights
- Education and schools

If we need your consent, to process your information lawfully, we will usually ask you to consent at the time you give us the information. You have the right to withdraw your consent, at any stage. You can do this by contacting us.

However, please note that if you do withdraw your consent, we may not be able to provide you with a service.

Marketing

We will not share you information with any organisation for marketing purposes.

How long will we keep your information?

We will not keep your information for longer than is necessary, unless we have a legal obligation to hold the information beyond that time.

Your rights

Where your personal information is concerned, you have the following rights:

You have the right to request access to the personal information we hold about you, to be informed about the collection and use of your personal information, for incorrect information to be corrected (where the law permits) and to request us to restrict the processing of your personal information. In certain circumstances you have the right to object to the processing of your personal information. Your information will not be subjected to automated decision-making.

Other websites

Our website contains links to other websites. This privacy policy only applies to our website, so when you link to other websites you should read their own privacy policies.

Concerns and queries

If you have any questions or concerns about the collection, use or disclosure of your personal information please contact Food in schools team

You have the right to complain to the Information Commissioner's Office about the way we are handling your personal information. Details on how you can do this can be found at <https://ico.org.uk/>

I certify that the information that I provide is correct to the best of my knowledge, and that I have not withheld any information.
I authorise Kenley Primary School and the London Borough of Croydon to make such enquiries as are reasonably necessary, in order to confirm any details given and/or to share any information provided with partner agencies.
I understand that I may withdraw my consent, to the disclosure of such information, by notifying Croydon Council in writing.

Customer signature:

Date: