

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 get their free school meal?

In secondary schools, we have a cashless catering system and pupils use a smartcard (the Council's Accord Card) to spend monies on their catering 'account'. Pupils entitled to a free school meal have a daily allowance (currently £2.35) automatically credited to their 'account' to spend.

They use their Accord Card in exactly the same way as all other pupils so no-one can tell your child receives a free school meal.

In primary schools, a new cashless catering system is being rolled out and works in much the same way as in secondary schools, i.e. all smartcards look the same, all pupils order meals in the same way and no-one can tell your child receives a free school meal.

If your primary school does not have this 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

Is your child entitled to a free school meal?

