

## Free School Meals application form

### Your details

Name	
Address	
National Insurance Number	
Date of Birth	
Daytime telephone number	
Email address	

### Your benefits – please answer the following questions

I receive Universal Credit and my annual net earned income does not exceed £7,400	Yes		No	
I receive Income Support or income based Jobseeker's Allowance	Yes		No	
I receive Employment and Support Allowance (income related)	Yes		No	
I receive the Guarantee Credit element of State Pension Credit	Yes		No	
I receive Child Benefit for the child/children	Yes		No	
I receive support under part VI of the Immigration and Asylum Act 1999	Yes		No	
I receive Child Tax Credit (but no Working Tax Credit) and my annual income does not exceed £16,190	Yes		No	
I receive Working Tax Credit run on (paid for 4 weeks after you stop qualifying for Working Tax Credit)	Yes		No	

### Children details

Name	Date of birth	School attended

If you are reporting a change in school please confirm the date that your child/ren started at their new school.	
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### Signature

### Date

Save the completed form and return it by email to [Benefits.Support@calderdale.gov.uk](mailto:Benefits.Support@calderdale.gov.uk)

Or print it and return it to:

Welfare and Benefits Service,  
PO Box 51,  
Halifax,  
HX1 1TP.

If you would like this information in another format or language please ring 01422 288003.

## **Privacy notice – how we use your information**

### **Free School Meal application**

Calderdale Council is registered with the Information Commissioners Office (ICO) under the provisions of the Data Protection Act 1998. The Council takes its responsibilities under the Act very seriously.

The information provided by you is collected for the purposes of calculating whether you are entitled to Free School Meals. We need to collect this information in order to meet our obligations under the Education Act 2002.

However, Calderdale Council is also required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for auditing or administering public funds, in order to prevent or detect fraud.

Completion of this form/sharing your information with us constitutes consent from you for us to process your data for these purposes.

You have the right to see what information is held about you, to have inaccurate information corrected, to have information removed from our system unless we are required by law or a statutory purpose to keep it. You can do this by writing to Sarah Richardson at the Welfare and Benefits Service, Westgate House, Halifax, HX1 1PS.

You have the right to complain to the Data Protection Officer if you feel that your data has not been handled in accordance with the law.

The Council's Data Protection Officer is Tracie Robinson and can be contacted at

[Information\\_management@calderdale.gov.uk](mailto:Information_management@calderdale.gov.uk)

Your name, contact details and eligibility are recorded electronically on our system to maintain up to date records. Once your entitlement to Free School Meals has ended the information you have provided will be kept for a maximum of 7 years.