

Early Years Application for Free School Meals



This application should be completed by the child/children's legal guardian. You may be asked to provide evidence of legal guardianship, in the form of Child Benefit or Child Tax Credit

Your Details

Your Title Mr Mrs Miss Ms Other	Partner's Title Mr Mrs Miss Ms Other
Your Full Name	Partner's Full Name
Your NI Number	Partner's NI Number
Your Full Address inc. Flat Position & Postcode	
Your Phone Number	Your email address

Your income & benefits --- Tick which of the below statements apply to you:

- I receive **Income Support** or **Jobseeker's Allowance**
- I receive **Employment and Support Allowance**
- I receive **Universal Credit** and my annual income is under £7,320
- I receive **Working Tax Credit** and my income for tax year 17/18 was less than £7,920. (You must supply your 2018/2019 Tax Credit Award Letter with this form)
- I receive **Child Tax Credit** only and my income for tax year 17/18 was less than £16,500. (You must supply your 2018/2019 Tax Credit Award Letter with this form)
- I am an **Asylum Seeker**, receiving support under part VI of the Immigration and Asylum Act 1999

Your Children

Please list children, attending a Glasgow City Council Early Years Establishment, who you require Free School Meals for.

Child's Full Name	Date of Birth	Nursery to be Attended from August 2018

Declaration

The information I have provided is true and accurate, and I have not left anything out. You may take me to court if I have made false statements. I agree that the Department for Work and Pensions can give you information about my benefit entitlement so that my application can be processed. I understand that if free school meals are authorised and my current circumstances change, I must tell you. I will provide proof, when needed, that I currently receive the benefits to allow me to have free school meals.

Signed
(legal guardian)

Date

For more information on Free School Meals, please visit www.glasgow.gov.uk.

For more details on how we process personal data and about your rights, please visit the Grants page at www.glasgow.gov.uk For data protection issues, you can contact us by email to dataprotection@glasgow.gov.uk or at City Chambers, George Square, Glasgow G2 1DU

Disclaimer:
Plain English Campaign's Crystal Mark does not apply to this box

Please email your form to: cbsgrantservices@glasgow.gov.uk

or post your form to: **Glasgow City Council, Grants Team, PO Box 19, Glasgow G2 1DU**

Do I Qualify?

Benefit	Free School Meals
Income Support or Jobseeker's Allowance	YES
Working Tax Credit and the yearly income for your household (before tax) is less than £15,860 but is £7,920 or above for the tax year 2017/2018	NO
Working Tax Credit and the yearly income for your household (before tax) is less than £7,920 for the tax year 2017/2018	YES
Housing Benefit or Council Tax Reduction	NO
Child Tax Credit only and the yearly income for your household (before tax) is less than £16,500 for tax year 2017/2018	YES
Income-related Employment and Support Allowance	YES
Universal Credit with an annual income of £7,320 or less	YES

For office use only (to be completed by Early Years Establishment)

I certify that the child/children listed in the application form attend the Establishment shown.

Name of the Establishment _____

Signed on behalf of the head of the Establishment _____

Position _____ Date _____

Please indicate if the child/children attend on a Full time Part time

Free School Meals and Clothing Grant Privacy statement

Who we are

Glasgow City Council is a local authority established under the Local Government etc. (Scotland) Act 1994 and having its chief office at City Chambers, George Square, Glasgow G2 1DU, United Kingdom. You can contact our data protection officer by post at this address, or by email at: dataprotection@glasgow.gov.uk, or by telephone - 0141 287 1055.

Why do we need your personal information and what do we do with it?

You are giving us your personal information to allow us to process your application for free school meals, clothing grant or both and award it if eligible. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

Legal basis for using your information

We provide these services to you as part of our statutory function as your local authority. You can find more details of our role on our website. Processing your personal information is necessary for the performance of a task carried out in the public interest by the council.

If you do not provide us with the information we have asked for then we will not be able to provide this service to you.

Who do we share your information with?

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.

We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.

Your information is also analysed internally to help us improve our services. This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

How long do we keep your information for?

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for. You can view this on our website or you can request a hard copy from the contact address stated above.

Your rights under data protection law

Access to your information

You have the right to request a copy of the personal information about you that we hold.

Correcting your information

We want to make sure that your personal information is accurate, complete and up to date and you may ask us to correct any personal information about you that you believe does not meet these standards.

Deletion of your information

You have the right to ask us to delete personal information about you where:

- 1.You consider that we no longer require the information for the purposes for which it was obtained
- 2.You have validly objected to our use of your personal information - see Objecting to how we may use your information below
- 3.Our use of your personal information is contrary to law or our other legal obligations.

Objecting to how we may use your information

You have the right at any time to require us to stop using your personal information for direct marketing purposes.

Restricting how we may use your information

In some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information about you that we hold or assessing the validity of any objection you have made to our use of your information.

The right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is validly exercised, we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Please contact us in any of the ways set out above if you wish to exercise any of these rights.

Information you have given us about other people

If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to Glasgow City Council. We will only use this information to contact those people to assess your own entitlement to this service. If they want any more information on how we will use their information they can visit our website or email dataprotection@glasgow.gov.uk.

Complaints

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council's Data Protection Officer by email at dataprotection@glasgow.gov.uk or by telephone on 0141 287 1055.

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, who can be contacted by post at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire
SK9 5AF

By phone on 0303 123 1113 (local rate) or 01625 545 745. Visit their website for more information.

If your complaint is not about a data protection matter you can find details on how to make a complaint on our website.