

Data declaration - Application for free school meals

By submitting your personal information for us to check your child's eligibility for a free school meal. This is how your data will be used –

The Local Authority will use the information above to carry out a check that will be used to determine whether your children are currently eligible for Free School Meals

- Please note that this check does not affect any benefits you may be receiving and does not inform the school of any details of these benefits
- The information will be stored securely
- If your circumstances or details change, it is important that you notify the school immediately as a re-check will be necessary and if this results in your child no longer being eligible for a free school meal, you will be informed by the school
- If your circumstances or details change and you feel your child may now be eligible for free school meals again, please reapply using this form
- If you wish to find out more on what the Local Authority does with your data please refer to our Privacy Notice on our website at: www.wigan.gov.uk

Data retention:

We will use the information you have supplied in this application to grant eligibility to free school meals. The outcome of this check will be shared with your child's school. We will retain the information to carry out rechecks as required. If your child moves to a different school that uses this checking service, we will also share their entitlement with the new school. We may also use this information to identify other benefits or services you may be entitled to.

The information you supplied will be stored and used until the September following your child's 18th birthday, unless you request its deletion earlier, in accordance with your rights under data protection legislation [Your right to get your data deleted | ICO](#) .

I accept how you will use my data as outlined above