

## Free School Meals (FSM) Entitlement Verification Check

School Name: ..... School Postcode: .....

Name of pupil(s): ..... Year Group: .....

.....

Surname of parent/carer: .....

Address of parent/carer: .....

Date of birth of parent/carer: .....

National Insurance Number of parent/carer: .....

Or

Asylum Seekers Reference Number (9 digit number): .....

### Parent/Carer

I hereby give consent to a check for Free School Meals eligibility, using the Online Free School Meals System service which includes data from HMRC and DWP.

Parent/Carer signature: ..... Date: .....

**Thank you – Please return this form to the school that your child attends**

By signing, I confirm I understand how my data will be processed for the purposes of checking eligibility for Free School Meals.

### GDPR notes and consent statements

Bishop Chadwick Catholic Education Trust is registered as a 'data controller' under the Data Protection Act as we collect and process personal information about you (this applies to Trust staff and members of the public). Our registration number is ZA179577.

We must comply with GDPR regulations regarding processing the information you provide for a Free School Meal check. We must ensure that any personal data we receive is processed and completed in compliance with GDPR regulations. The personal data we collect from you on this form will be used for the specific purpose of completing the mandatory Free Schools Meals entitlement verification check.

The lawful basis for processing this data is Legitimate Interest.

In order to fulfil our Public Task of checking the eligibility of pupils for Free School Meals we use Parent Pay who then shares information with HMRC, DWP and the Home Office. This checking process is carried out under the lawful basis of legitimate interest. Further information about how the various parties to this arrangement process your personal data can be accessed via their websites as follows:

ParentPay - Leading Cashless Payment System for Schools

HM Revenue & Customs - GOV.UK ([www.gov.uk](http://www.gov.uk))

Department for Work and Pensions - GOV.UK ([www.gov.uk](http://www.gov.uk))

Home Office - GOV.UK ([www.gov.uk](http://www.gov.uk))

We will retain the data you provide in this form until your child(ren) leaves our school.

Further information about how BCCET processes your personal data can be found in our Privacy Notice:

Privacy Policy - Bishop Chadwick Catholic Education Trust ([bccet.org.uk](http://bccet.org.uk))