

Tax Credit Verification Form 2019-20

Claimant Name:	
Claimant Address:	
National Insurance Number:	
Which of these Credits do you receive?	
Child Tax Credit (CTC), but not Working Tax Credit, and your income is less than £16,105	
Both maximum CTC & maximum Working Tax Credit and your income is less than £6,900	
Support under VI of the immigration & Asylum Act 1999	
Universal Credit where the monthly earned income does not exceed £610	
State Pension Credit	

Office Use: Please ensure office stamp is inserted below

I can confirm that the named applicant is in receipt of the credits stated above.	
Date of Credit Award Letter:	
Name of Hub Officer:	Telephone Number:
Hub Officer signature:	Date:

Insert Hub Stamp here

Free School Lunches

Nursery Application Form
Session 2019/2020



Access to free school lunches is an important part of the school meal service in Scotland. Local authorities must promote the uptake of free school lunches amongst those currently eligible. It is important that children entitled to free school meals get them without fear of stigmatisation.

You can claim free school lunches for your nursery aged children if you are receiving:

- Income Support (IS)
- Income-based Job Seeker's Allowance (JSA)
- Any income related element of Employment and Support Allowance
- Child Tax Credit (CTC), but not Working Tax Credit, and your income is less than £16,105
- Both maximum Child Tax Credit and maximum Working Tax Credit and your income is under £6,900
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit where the monthly earned income does not exceed £610
- Incapacity or Severe Disablement Allowance
- State Pension Credit
- Those aged two or over who are (or have been at any point since turning two) either looked after by a Local Authority, the subject of a Kinship Care Order or a child with a Parent or Appointed Guardian.

Application for free school lunches Session 2019/20

Parent/Carer Details

Title Forename Surname
 Full address (block letters) Tel No
 Post code

Please tick box below against the appropriate benefit/credit you are receiving

- | | | |
|--|---|--|
| <input type="checkbox"/> (1) Income support | <input type="checkbox"/> (5) State Pension Credit | <input type="checkbox"/> (9) Universal Credit (income related) |
| <input type="checkbox"/> (2) Job Seekers Allowance (Income Based) | <input type="checkbox"/> (6) Child Tax Credit | <input type="checkbox"/> (10) Those aged two or over who are either looked after by a Local Authority, the subject of a Kinship Care Order or a child with a Parent Appointed Guardian |
| <input type="checkbox"/> (3) Employment & Support Allowance (Income Related) | <input type="checkbox"/> (7) Working Tax Credit | |
| <input type="checkbox"/> (4) Incapacity or Severe Disablement Allowance | <input type="checkbox"/> (8) Support under Part VI of the Immigration and Asylum Act 1999 | |

Child Details

	Forename	Surname	D.O.B.	Stage
M <input type="checkbox"/> F <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
M <input type="checkbox"/> F <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Nursery details

Nursery name Start Date

For office use only

Reference No Date Entered Initial
 Date Received Date Reg

Free School Lunches Declaration

Free School Meals I wish to make an application for free school meals in respect of the named child(ren). In the event of free school lunches being authorised and my circumstances changing, I hereby undertake to notify you. I confirm that I will provide proof that I am in receipt of one of the benefits/credits listed above.

Signed parent/carers

This form should be completed along with a Job Centre Plus benefit verification form or a Credit Verification form and returned to any East Dunbartonshire Hub.

Bearsden Community Hub
69 Drymen Road
Bearsden, G61 3QT

Opening Hours
Mon - Fri: 9am - 5pm

Bishopbriggs Community Hub,
170 Kirkintilloch Road
Bishopbriggs, G64 2LX

Opening Hours
Mon - Fri: 9am - 5pm

Kirkintilloch Community Hub
2/4 West High Street
Kirkintilloch, G66 1AD

Opening Hours
Mon - Fri: 9am - 5pm

Lennoxton Community Hub
46 Main Street,
Lennoxton, G66 7JJ

Opening Hours
Mon - Fri: 9am - 5pm

Insert Jobcentre Plus Address Stamp Here

jobcentreplus

Department for
Work and Pensions

Claimant Name:	
Claimant Address:	
National Insurance Number:	
Which of these benefits do you receive?	
Income Support	
Jobseekers Allowance	
Employment Support Allowance	
Incapacity Benefit or Severe Disablement Allowance	
I can confirm that the named applicant is in receipt of the benefit stated above.	
Name of Jobcentre Plus Officer:	Telephone Number:
Jobcentre Plus Officer Signature:	

PRIVACY NOTICE – FREE SCHOOL MEAL & CLOTHING GRANT

Who will process the Personal Information?

The personal information you provide in the Free School Meal & Clothing Grant Application Form (“Personal Information”) will be processed by East Dunbartonshire Council 12 Strathkelvin Place, Kirkintilloch, G66 1TJ (the “Council”).

You can contact the Council on:
0300 123 4510
customerservices@eastdunbarton.gov.uk.

Why will the Personal Information be processed?

The Personal Information will be used to assess and determine eligibility for free school meals and/or a school clothing grant. If deemed eligible, the Personal Information will be used to process the application, and

1. arrange for payment of the school clothing grant; and/or
2. allocate free school meals

Who will have access to the Personal Information?

The Personal Information will be shared with other departments within East Dunbartonshire Council and other organisations for these purposes and also to:

- check the information we hold is accurate;
- prevent and / or detect crime; and
- protect public funds.

Other organisations may include the school/college where the child to whom the grant and/or free school meals is to be provided, attends, bodies responsible for auditing or administering public funds, other councils, public sector agencies, governmental departments, regulatory and law enforcement bodies and other private companies or entities (such as service providers/contractors to the Council and/or partner bodies.)

The Council will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.

Set out below are some examples of who the Council share the Personal Information with and why:

Example 1:

The Council's accounts are required to be audited by the Accounts Commission. The Personal Information may be shared with the Accounts Commission or any auditors they appoint as part of the audit under the Local Government (Scotland) Act 1973.

Example 2:

The Council use a computerised system called SEEMIS to hold and process educational data. The Personal Information will be uploaded and held on the SEEMIS system and the fact free school meals and/or a clothing grant has been applied for will be recorded.

Example 3:

The personal information may be shared with the school or college which the child attends to ensure the correct individual receives the free school meals they are entitled to.

What is the Council's lawful basis for processing the Personal Information?

The use of the Personal Information is necessary:

- for the Council to comply with its legal obligations under the following legislation-
- the Education (Scotland) Act 1980 (section 53 and 54 in respect of Free School Meals and School Clothing Grant); and
- The Local Government (Scotland) Act 1973 (to ensure proper administration of the Council's financial affairs (including the detection and/or prevention of fraud) (and providing such information as necessary to the Accounts Commission)

Do I have to provide the Personal Information?

You do not have to provide the Personal Information to the Council. Without the correct information however the Council will not be able to process the application and the child concerned may not receive the School Clothing Grant and/or Free School Meals.

How long will you keep the Personal Information?

The Council uses the Scottish Council on Archives Records Retention Schedules to manage the amount of time the Council keeps information. Further information on these can be found here. <http://www.scottisharchives.org.uk/scarrs>

If you are searching SCARRS, the Reference which covers the Personal Information for the Clothing Grants and Free School Meals is 10.002.020.

We will hold the Personal Information from the end of the relevant school year for which the application has been made, for a period of 1 year. The Personal Information will be retained for the minimum period necessary. The Personal Information will then be destroyed after this period.

• Right of Access

You have the right to access the personal information the Council holds about you. This right is called a Subject Access Request, often referred to as a SAR.

You can receive a copy of the personal data held by the Council, details on why it is being used, who it has been/ will be shared with, how long it will be held for, the source of the information and if the Council uses computer systems profile or take decisions about you. Details on how to submit a Subject Access Request can be found here. <https://www.eastdunbarton.gov.uk/council/data-protection/subject-access-request>

• Right to rectification

You have the right to request the Council correct any information held about you that is inaccurate.

• Right to erasure

You have the right to request that the Council delete the personal information about you. This right is known as the right to be forgotten.

• Right to restrict processing

You have the right to request that the Council stops using your personal information, while retaining a copy of it.

Who do I contact if I have any concerns and / or complaints?

You have the right to complain to the Information Commissioner's Office should you be unhappy with the way the Council has processed the Personal Information. Details on how to report a concern can be found here: <https://ico.org.uk/concerns/>

ICO Head Office Address: Wycliffe House, Water Lane, Wimslow, Cheshire, SK9 5AF
Tel: 0303 123 1113

Regional Scottish Office Address: 45 Melville Street, Edinburgh, EH3 7HL
Tel: 0303 123 1115

Should you have any questions or concerns about our handling of the Personal Information you can also contact Our Data Protection Officer:

Karen Donnelly
Data Protection Officer
East Dunbartonshire Council
12 Strathkelvin Place
Kirkintilloch
G66 1TJ
Tel: 0300 123 4510
Email: DPO@eastdunbarton.gov.uk