

# Application Form for Free School Meals at School



**Somerset**  
Council

**Important: All sections must be filled in clearly in BLOCK CAPITALS** and must be completed by the person claiming the qualifying benefit. If you have any questions about this form, please call the Helpline on 0300 123 2224 or **complete the online application form at [www.somerset.gov.uk/freeschoolmeals](http://www.somerset.gov.uk/freeschoolmeals)**

1. Details about you												
Legal Surname	Legal Forename	Title	Date of Birth	National Insurance Number or National Asylum Support Number								

**2. Your address:**

Address: \_\_\_\_\_

Post Code \_\_\_\_\_ Relationship to child(ren): \_\_\_\_\_

Telephone Number(s): Daytime \_\_\_\_\_ Mobile \_\_\_\_\_

Contact e-mail address (Please PRINT): \_\_\_\_\_

Confirm e-mail address (Please PRINT): \_\_\_\_\_

Child(ren)'s Address: \_\_\_\_\_ Post Code \_\_\_\_\_  
(if different)

**3. Details of each dependant child that you wish to claim for in Somerset (include all children):**

Legal Surname	Legal Forename	M/F	Date of Birth	Do you have Parental Responsibility?	Name of School Attending (if School Age)

**Please note:** The Government does not allow us to recognise any benefit other than those listed on the Somerset Council website/application form.

Where did you find out about Free School Meals?

Please read the privacy note on the back of this form before signing below.

**4. Declaration:** I confirm that the information I have given above is correct and that I have read and understand the privacy notice. I will tell you immediately if my details (for example address) change. I agree for Somerset Council to be able to assess my claim now and in the future via a secure computer link with the Department for Education.

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form to: [fsm@somerset.gov.uk](mailto:fsm@somerset.gov.uk) or post to Entitlements Team, County Hall, Taunton, TA1 4DY

**Office Use Only**

ECS		Core Data	EMS	Letter sent
Y/N				

## **Privacy notice:**

### **Notification regarding the processing of personal data supplied on this form**

**Data Controller** – Somerset Council (SC)

**Data Protection Officer contact** – [informationgovernance@somerset.gov.uk](mailto:informationgovernance@somerset.gov.uk)

**Purpose for processing** – The information requested will be used for processing your child(ren)'s free school meals claim.

**Legal basis for processing** – We are processing your personal data because we are required to do so by law.

**By Law** – Education Act 1996.

**Legitimate Interests** – SC will also use your data for the purposes of monitoring quality, audit and for dealing with any enquiries or complaints.

**Data Sharing** – the personal data provided will only be disclosed to staff in the Local Authority who have a right of access and where appropriate, any school that your child(ren) attend as well as Somerset Councils software supplier and the Department for Education.

**Transfers abroad** – this data is held within the EU and is accessible by the approved application provider.

**Data Retention** – the personal data supplied on this form will be retained for as long as is necessary to meet our statutory requirements and legitimate interests and it will be disposed of in a manner appropriate to its sensitivity.

**Your Rights** – You have the right to ask Somerset Council for a copy of your data, the right to rectify or erase your personal data, and the right to object to processing.

However these rights are only applicable if the Council has no other legal obligation concerning that data. You also have the right to complain to the regulator, <https://ico.org.uk/>

**Consequences:** If you do not supply this information to us, we will not be able to do process your application for free school meals.

For more information see [www.somerset.gov.uk/privacy](http://www.somerset.gov.uk/privacy)