

PRIVACY NOTICE: COVID-19 FREE SCHOOL MEALS

Scottish Borders Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Our head office is located at Newtown St Boswells, Melrose TD6 0SA. You can contact us on 0300 100 1800 or customeradvice@scotborders.gov.uk.

Why we collect and use your information:

We have a legal duty under the Education (school lunches) (Scotland) Amendment Regulations 2013 as defined under Part 1 of the Welfare Reform Act 2012 to provide a free meal to all children in the first three years of Primary school and other children whose parents are in receipt of the qualifying benefits. In order to ensure that we continue to provide this service to qualifying families, we have organised for packed lunches to be available for collection from local hubs or if you are unable to collect from these locations, deliver meals to your home or issue you with an e-voucher to use in a supermarket.

This notice is to inform you that if you have opted to have meals delivered to your home, we will need to share your name and address with our contracted school transport operators as part of our public task. You can find out more about which operators are contracted by us on our [website](#).

For more information on what we collect and how it is used, please see our [Free School Meals and Clothing Grant Forms Privacy Notice](#).

Your rights

For more information on your rights please visit our website <http://www.scotborders.gov.uk/DPYourRights> or if you would like a hard copy of this information, please contact us using the contact details provided above.

How to raise a complaint

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@scotborders.gov.uk or by telephone on 0300 100 1800.

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office (ICO), who can be contacted by post at: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

You can contact the ICO by phone on 0303 123 1113 or visit their website for more information at- <https://ico.org.uk/concerns>

If your complaint is not about a data protection matter you can find details on how to make a complaint on our website at <http://www.scotborders.gov.uk/complaints>