

Customer Services: Education
CRB Cunninghams Privacy Notice
Your Personal Data

What information do we need?

Argyll and Bute Council will act as the 'Data Controller' in regard to the personal data you provide to us. The Data Protection Officer can be contacted at the Council's headquarters at Kilmory, Lochgilphead, Argyll PA31 8RT.

The email address is: data.protection@argyll-bute.gov.uk Telephone: 01546 605522

The Council has made a decision to use software produced by CRB Cunninghams to allow you and your child to order, and where appropriate pay for, school meals and in the future allow payment of non-meal related purchases such as school trips and school photos/uniform. The products and how they are used will depend on the age of your child (see table below) This means that personal information about you and your child that you have previously provided in order to for your child to receive education will be shared with this company, together with information about them generated by the council. This information is contained in the General Education Privacy Notice which can be found on the Council website at <https://www.argyll-bute.gov.uk/data-protection#privacy> . The personal data will include

Parental information - your full name, address and email address.

Child information – their full name, registration group, year stage, date of birth, eligibility for free school meals, any allergies or dietary restrictions, and information about their attendance.

Why do CRB Cunninghams need this information?

Your information is being collected to allow use of the software that is used to order, and where appropriate pay for, school meals and in the future allow payment of non-meal related purchases such as school trips and school photos/uniform.

There are enhanced benefits to the pupil, parents/carers and the school in using this tool.

The legal bases for collecting your information in these circumstances are:

Article 6(1)(e) – Public task based on the Council's duty to "(a) promote the availability of school lunches in public schools and other educational establishments under the authority's management, and (b) encourage pupils in attendance at those schools and other educational establishments to consume school lunches." And to protect the identities of pupils in receipt of free school meals.

- Education (Scotland) Act 1980 (Section 53A as amended)
- Schools (Health Promotion and Nutrition) (Scotland) Act 2007
- Children and Young People (Scotland) Act 2014

Where information is considered "special category data", in particular information relating to health such as allergies or conditions affecting dietary needs, the legal basis is:

Article 9(2)(g) we require the information for reasons of substantial public interest for aims that are proportionate and which contain appropriate safeguarding measures.

What we will do with your information?

The information CRB Cunninghams collects from you will be processed in the UK and backed up in the UK.

Your information will be shared with the recipients or categories of recipients as detailed below:

What we will do with your information

Who we will share with	Reason for Sharing	
CRB Cunninghams (iPayimpact)	Pupils attending primary or nursery settings iPayimpact facilitates applying credits to your child's cashless catering account (or other school payment account) and the ordering of meals.	Pupils attending secondary settings iPayimpact facilitates applying credits to your child's cashless catering account (or other school payment account).
CRB Cunninghams (Fusion)	Pupils attending primary or nursery settings Not used.	Pupils attending secondary settings Fusion facilitates the ordering of meals and pupils making cashless payments for food in school. It will also identify if food ordered contains relevant allergens.
Vesta Merchant Services	Vesta Merchant Services process card payments within iPayimpact	

CRB Cunninghams and Vesta Merchant Services may ask you to supply additional information to use this service. They will provide their own privacy notices for this.

You should also be aware that your data may be downloaded from iPayimpact or Fusion by the Council and will be stored on Council servers located within the United Kingdom. We will take all reasonable steps to ensure that your data is kept securely and more information on how we do this is provided on the Council website (www.argyll-bute.gov.uk) or can be provided in paper format on request to your School Support 01369 704000.

How long will CRB Cunninghams keep your information?

Personal data will be held in iPayimpact and Fusion for as long as your child is enrolled in school. Data will not be stored for a period of longer than 12 months once your child is no longer enrolled.

Data downloaded from iPayimpact by the school will be kept as detailed in the General Education Privacy Notice. More information on Argyll and Bute Council's retention schedule is provided on the Council website (www.argyll-bute.gov.uk) or can be provided in paper format on request to School Support 01369 704000.

Your Rights

When you provide information to the Council, you will have the following rights:

- to withdraw consent at any time, where the legal basis specified above is consent
- to lodge a complaint with the Information Commissioner's Office
- to request access to your personal data
- to data portability, where the Legal basis specified above is i) consent or ii) performance of a contract
- to request rectification or erasure of your personal data, as so far as the legislation permits

If you would like this document in an alternative format, such as a hard copy, please contact school support on 01369 704000.

You can find out more about your rights in relation to data protection here: www.argyll-bute.gov.uk/data-protection or from the Data Protection Officer by telephone or in writing, as detailed above.

Information Commissioner's Office

The ICO is the UK's independent body set up to uphold information rights.

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113 Email: casework@ico.org.uk

The Information Commissioner's Office – Scotland

45 Melville Street, Edinburgh, EH3 7HL

Telephone: 0303 123 1115 Email: Scotland@ico.org.uk