

Facilities and Property Management - Cashless Catering

Privacy Notice

This privacy notice details the information collected from pupils to administer cashless catering within the Council's Secondary Schools. Cashless catering allows pupils to purchase school meals without the need for cash at the point of transaction. Purchases are added to the pupils' accounts.

Who is responsible for your information?

East Ayrshire Council's Facilities and Property Management Service administer the cashless catering service. The Council's cashless catering system links with information already held by Education Services (ID number, forename, surname, date of birth, registration group, year group and school name only) to allow for identification of pupils at cashless catering tills within Secondary Schools. There are three methods which identify pupils at the catering tills to ensure that purchases made are added to the correct pupil account:

- Registration of pupils' Young Scot National Entitlement Card (NEC);
- A Pin Code provided to pupils;
- Manual look up of pupil by catering staff at the till.

Registration of Young Scot National Entitlement Card (NEC)

Pupils can register their NEC with the cashless catering account. When registering their NEC, a linking code is stored on the cashless catering account which proves the identity of the pupil. No information from the NEC will be stored or processed by the Council. The personal information stored is solely the unique linking code.

Pin Code

A pin code is generated by the cashless catering system against a pupil's cashless catering account. This is then used as an ID method at the point of sale.

Manual look up

Catering staff can manually search for the identification of the pupil on the system using their name, year group and if necessary date of birth.

What personal information do we need and why?

Information is required to prove the identity of pupils at catering tills within Secondary Schools, and to allow purchases to be added to pupil's cashless catering account. The pin code and manual look-up methods use information already held by Education Services to link to the pupil's cashless catering account. When pupils utilise the NEC method, registration of the NEC with the cashless catering account is required. Pupils will require to register their NEC with the cashless catering account. Registration will create a unique linking code which then allows pupils to use their NEC when making purchases at cashless catering tills within Secondary Schools.

Lawful basis for processing the personal information

The lawful basis for processing this information is consent. Alternative measures are available to pupils who do not wish to make use of the cashless catering system. Pupils' use of the cashless catering system can also be deactivated if requested and any data already held can then be anonymised from the system.

How long will the personal information be kept?

Information, including the linking code from the NEC, will be retained for the period of time that the pupil is registered at the school. The linking code can be removed from the system at any time following a request from the individual, as can pupils' use of the cashless catering system.

Who will we share your information with and why?

The information detailed above will be shared with:

- ParentPay who administer the cashless catering system on behalf of the Council;
- ParentPay's sub processors (CIVICA)

Providing accurate information

It is important that we hold accurate and up to date information. If any details have changed, or change in the future, then individuals should ensure that they inform the Council as soon as possible so that they can update their records accordingly.

Individuals' Data Protection Rights

Under data protection legislation, individuals have a right to request access to information about them that Facilities and Property Management, East Ayrshire Council holds. Further details can be found in the Council's Privacy Statements.

Individuals also have the right to:

- Object to processing of personal data that is likely to cause, or is causing damage or distress
- Prevent processing for the purposes of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- In certain circumstances, transfer their data to another organisation (data portability)

Individuals can contact the Council regarding their data protection rights and the processing of their data. Details of how to do this can be found in the Council's Privacy statement.

If individuals have a concern about the way Facilities and Property Management, East Ayrshire Council is collecting or using their personal data, they should raise their concern in the first instance with the Council's Data Protection Officer; contact details to be found on the Council's main Privacy Statement, via the website.