



## Free School Meal Holiday Vouchers

Dear Parents / Carers

West Northamptonshire Council (WNC) will be funding holiday food vouchers as part of the Household Support Fund provided by the Department for Work and Pensions (DWP). These holiday food vouchers are to cover the October half-term for all students eligible for benefits related Free School Meals.

This time round, to reduce the impact on schools and simplify the process, the Council would like to distribute the vouchers directly to parents from our online voucher platform [Huggg.me](https://huggg.me)

**For WNC to email the voucher code to you from Huggg, the Council will need your permission to use your email address for this purpose.**

**If you agree, please complete the below permission slip, and return to your school as soon as possible.**

If we do not receive permission, your voucher code will be emailed to your school for them to issue instead.

Once permission is received, this will be the distribution method used for any future holiday food voucher schemes which your child may be eligible for.

You can change your contact details or preferences at any time by emailing:  
[HSFFSM@WestNorthants.gov.uk](mailto:HSFFSM@WestNorthants.gov.uk)

Kind Regards

Household Support Fund Team  
West Northamptonshire Council

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### **Free School Meal Voucher Permission Slip**

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I agree to provide my email address for the purpose of receiving the Free School Meal Voucher Code from West Northamptonshire Council in partnership with Huggg.me

Email Address

(only 1 can be used): \_\_\_\_\_

School Name: \_\_\_\_\_

Child/rens Name(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sign or

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

## **Privacy Notice**

### **Your personal information – what we need and why**

West Northamptonshire Council (the data controller) collects your personal information to deal with allow us to provide any free school meal holiday voucher codes that your child may be eligible for. It is necessary to hold this information so we can deliver services and monitor service provision to help us improve where we need to.

The personal information we collect includes your child's name, your child's school, your email and any other information supplied on the previous page of this form.

We will not collect any personal data from you that we do not need.

### **How we keep your information safe.**

The council takes data security seriously. The information you provide will be held securely.

### **Who do we share your data with?**

We need to share your email information with our voucher issuer ([Huggg](#)) to allow the voucher code to be sent to you.

No other third parties have access to your information unless the law expressly allows them to.

### **How long do we keep your data?**

We will keep your personal information (child's name, school name, e-mail address) for 1 year from the last point that a voucher code is issued, after which time it will be securely destroyed.

### **Other services**

We will not share or utilise this information for any other services.

### **Your Data Rights and Our Privacy Notice**

For further information about how West Northamptonshire Council uses your personal data, including your rights as a data subject, please see our [Privacy Policy](#) on the website. If you are unhappy with the use of your personal data or for further information please contact the council's [Data Protection Officer](#)