

Department for Education: privacy notice for when you submit an expression of interest to deliver the free breakfast clubs programme, or your school is a member of the free breakfast club programme

Last updated: 13/11/2025

We might make changes to the privacy notice, check regularly for updates.

This privacy notice explains how the Department for Education (DfE) uses personal information in delivering the free breakfast club programme. This includes information you give to us, or information that we may collect about you.

Lawful basis for processing and Purpose

The DfE is the data controller for your personal data. We must have a reason to collect your personal data. This is called a 'lawful basis'.

The lawful basis we rely on for this processing of your personal data is to perform our public task under article 6(1)(e) of the UK GDPR.

Our purpose for processing this information is so we can:

- Allow you to access the free breakfast clubs' portal on DfE sign-in
- Send you an email confirmation, following an expression of interest submission
- enable us to contact you if there are any questions about your data
- provide the outcome of the expression of interest
- contact you for the purpose of delivering the free breakfast clubs programme

Data we collect

DfE collect and use the following personal information:

- your full name (person completing the form)
- email address (person completing the form)
- your telephone number (person completing the form)
- your job role (person completing the form)
- the organisation you work for
- the names of your organisation's senior leaders with the authority to enter into agreements about enrolling on the free breakfast clubs' programme
- email addresses of your organisation's senior leaders with the authority to enter into agreements about enrolling on the free breakfast clubs' programme
- telephone numbers of your organisation's senior leaders with the authority to enter into agreements about enrolling on the free breakfast

- clubs' programme
- job roles of your organisation's senior leaders with the authority to enter into agreements about enrolling on the free breakfast clubs' programme

What we do with your data

The free breakfast clubs' expression of interest data is used to:

- processing your expression of interest
- notifying you about the outcome of your expression of interest
- distributing funding to your school
- reviewing how funding is used
- assess support needs of a free breakfast clubs' programme school
- contacting you regarding support to deliver the free breakfast club's programme in your school
- feed into free breakfast clubs' planning and reporting
- recovering funding where necessary
- preparing anonymous data on organisations
- reviewing whether the programme is meeting its stated objectives
- inviting you to participate in research about the programme
- sharing anonymised information about the programme

Who we share your data with

We sometimes need to make personal data available to other organisations. These might include contracted partners (who we have employed to process your personal data on our behalf) and/or other organisations (with whom we need to share your personal data for specific purposes, such as offering support).

Where we need to share your personal data with others, we ensure that this data sharing complies with data protection legislation.

How long we keep your data

For information about how long we hold personal data, see our [retention schedule](#).

We keep your personal information:

- for five years for audit purposes
- for five years for correspondence purposes
- for five years for application purposes
- for seven years for funding and programme delivery purposes

Your information rights under UK GDPR

Find out about [your rights](#) when we process your personal data under the lawful basis of [public task](#).

Data processors

DfE uses a data processor to deliver the free breakfast clubs programme:

- We share your data with our expert advisers for the provision of the support service.
- We use Arvato to manage and respond to your queries through our customer relationship management system, or contact you regarding data collection.

How to contact us or make a complaint

If you have a question, or feel your data has been mishandled, you can contact us by:

using our secure [DfE contact form](#)

or writing to:

Data Protection Officer
Department for Education (B2.28)
7 & 8 Wellington Place
Wellington Street
Leeds
LS1 4AW

You can also complain to the ICO by writing to:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113. Or use the online [ICO contact form](#)