

GDPR Statement for Allergen/Special Diet Request Information

Special Diets is an area of school meals provision where personal data of pupils is provided before any special diet can be safely served. This information can include the pupil's name, name of school, name of class, parent name, medical information and photograph of the child. Personal data is held locally at the school for operational reasons and only so we can facilitate the allocation of special dietary requirements under meal selector or for specific complex allergies or dietary needs will a copy of the completed SD1 form be stored on the NYC Network.

Please be assured all information is held in accordance with data security and data retention policies and most importantly is held with the sole purpose of attending to pupil's dietary needs to ensure the health and safety of the children and young adults to whom meals are served.

- **Pupil photographs on kitchen walls, on SD2 Planning Sheet in the kitchen and on the servery counter:**

Photographs are not displayed in public view and placed in a discreet place on the counter so only visible to catering staff.

- **Pupil photographs in folders:**

Photographs may also be stored in folders and on the kitchen tablet within the kitchen or catering office. These are stored in a secure manner and only available to the catering staff.

- **Allergy information including special diet request form and medical notes:**

All special diet pupils should have a special diet request form (SD1), along with any medical correspondence, submitted before a special diet can be served. This information is stored in a secure folder within the kitchen or catering office and school office and on a password-protected folder on the Technical Team shared file on the NYC Central computer.

- **Retention of Personal Data**

The data referred to will be retained only for the purposes of providing a special diet or if there is an incident which necessitates the retaining of information for the length of any investigation or court case etc. and will be confidentially disposed of by the school when no longer required for this purpose.

Completed forms will be returned to school for secure disposal and forms will be deleted from EKMS.

Further information on how we ensure compliance with GDPR can be found at

[Our responsibilities and commitments under GDPR | North Yorkshire Council](#)
