

## Autograph's Special Diet Process - Data Protection Fact Sheet

### ***What is the General Data Protection Regulation (GDPR)?***

The General Data Protection Regulation (GDPR) (EU) 2016/679 is a regulation on data protection and privacy for all individuals within the European Union. This regulation comes into force from **25<sup>th</sup> May 2018** and replaces the Data Protection Directive 95/46/EC.

### ***What personal data do Autograph hold for our Special Diet Process?***

In line with our Special Diet Process, Autograph hold a database of information for children with an allergy, intolerance or texture modified diet who wish to have school meals in nursery, primary and special schools. The database holds personal data including;

- Child's name
- Date of birth
- Address
- Special dietary requirements
- Parent/guardian names
- Parent/guardian email address

To comply with the GDPR we must ensure that this data is **protected**, only used for its **intended purpose** (providing special diet menus) and **only stored for the time necessary** to fulfil this purpose.

### ***How do Autograph comply with the GDPR for the Special Diet Process?***

In line with the GDPR, Autograph's Nutrition Team ensure that;

- ✓ All personal information is kept on a password protected database. This information is used for the sole purpose of providing meals for children with special dietary requirements and will not be shared with any other organisation.
- ✓ Parent/guardian consent for this information to be stored is obtained on the referral form. If we do not receive this consent the form will not be processed.
- ✓ For special schools, children aged 16 years and over may also be asked to provide consent, if they are able to do so. This will be assessed on a case by case basis with the school and parent/guardian.
- ✓ The parent/guardian can contact us by emailing [sasha.green@interserve.com](mailto:sasha.green@interserve.com) at any time if they wish to have information amended or deleted.
- ✓ Database updates sent to operations teams are password protected.
- ✓ If the child no longer requires a special diet menu, their information will be deleted from our database.

In line with the GDPR, Autograph Catering Teams ensure that;

- ✓ Letters from the nutrition department containing personal data are stored within the Special Diet Support Pack.
- ✓ Photo record sheets for pupils with allergies/intolerances are displayed discreetly behind the service counter.
- ✓ The kitchen is locked at the end of service to ensure personal information cannot be accessed by anyone other than the Autograph Catering Team.
- ✓ Historical information is disposed of in confidential waste bins e.g. letters and special diet menus concerning pupils who have left the school.
- ✓ They have completed toolbox talk training about GDPR and how to handle personal data.