

PRIVACY NOTICE FOR THE ADMINISTRATION OF SCHOOL MEALS SPECIAL DIETS

Purpose

School Meals Special Diets Administration

Description

The Council has a legal power to provide meals to pupils at its schools. Some pupils require a special or modified diet for medical or religious reasons. Where possible, The Council aims to provide this for pupils.

All parents or guardians are required to complete a Special Diet Request Form, which is then assessed by Catering Services. If the request can be accommodated, Catering Services liaise with the school, school cook and the parents (if required). A start date is agreed for the special diet.

Personal data is required to manage the pupils requiring special diets within our schools.

Photographs are taken of pupils requiring a special diet, for use by Catering Services only. This ensures catering staff match the special diet with the correct pupil. This is particularly important if the normal cook is absent and we have cover from another area.

If you don't give us your information

We may not be able to provide a special diet for your child, due to the risk involved.

Conditions for processing personal information

The Council processes personal data for the administration of school meals because it has an Official Authority to do so (Article 6(1)(e) of GDPR).

Your rights

You have the right to access your personal data, to make changes to it, restrict the processing of it and to object to the processing of it. To make use of these rights, please contact the Council's Data Protection Officer (contact details below).

Who we share your information with

Personal data and photographs for special diets are not shared with anyone.

How long we hold your information

Personal data and photographs for special diets are deleted once a pupil leaves school or the area.

Automated processing

Your personal information is not subject to automated decision making or profiling.

Data Controller

The data controller is The Highland Council

Data Protection Officer

Contact our Data Protection Officer:

Data Protection Officer
Highland Council Headquarters
Glenurquhart Road
Inverness
IV3 5NX
01463 702029
dpo@highland.gov.uk

Supervisory authority

If you are unhappy with the way we have processed your personal information you can contact the Information Commissioner:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113
<https://ico.org.uk/global/contact-us/>