GDPR & Special Diets

We confirm that Chartwells has been pursuing a detailed programme to ensure compliance with GDPR.

Special diets is an area of our provision where personal data of our pupils is provided before any special diet can be safely served. This information can include the pupils name, parent name, contact number, medical information and photograph of the child. This information is given willingly and with consent from the parent / guardian. Personal data may be stored by any member of Chartwells central team in a secure location in line with Compass Group data security and retention policies. Compass respects the integrity of all data within its control and is committed to managing it in accordance with applicable legislation and best practice. All personal data is regarded as confidential information.

Personal data is not retained beyond the time the pupil attends the school or outgrows their allergies or intolerances. Upon confirmation of either all personal data will be destroyed.

1) **Pupil photographs on kitchen walls:**

Photographs are not displayed in public view, they are provided with consent from the parents and placed in a discreet place behind the counter so only visible to catering staff.

2) **Pupil photographs in folders.**

Photographs may also be stored in folders within the kitchen or catering office. These should be stored in a secure manner and only available to the catering staff when requested.

3) **Allergy Information including special diet request form and medical notes.**

All special diet pupils should have a special diet request form and medical correspondence submitted before a special diet can be served. This is information is provided with consent from the parent and stored in a secure folder within the kitchen or catering office in line with Compass Group data security and retention policies. These are only available to catering staff when requested.

For further information please refer to the Compass Group privacy policy

https://www.compass-group.co.uk/about/privacy-policy/