

# Privacy Notice

This Privacy Notice is designed to help you understand how and why the Facilities Management, North Yorkshire Education Services (Catering) processes your personal data. This notice should be read in conjunction with the Council's [Corporate Privacy Notice](#).

## Who are we?

North Yorkshire Council is a 'Data Controller' as defined by Article 4(7) of the UK General Data Protection Regulation (UK GDPR). NYES catering provide catering to primary and secondary schools in North Yorkshire and surrounding counties

The Council has appointed **Veritau** to be its Data Protection Officer. Their contact details are:

Information Governance Office  
Veritau  
West Offices  
Station Rise  
York  
North Yorkshire  
YO1 6GA  
  
infogov@northyorks.gov.uk // 01904 552848

## What personal information do we collect?

We collect Information on Special Diets and Food Allergens/Intolerances for children and young people requiring a school meal. To do this we collect the following:

- Name of Child
- Photographs of children updated on a yearly basis
- Photographs of what the child has eaten on a daily basis

We will collect the following special category data:

- Details of special Dietary Requirement/Allergy

We also hold the names and addresses of the Parent/Carer on the SD1 (special diet) form to enable us to contact the parent directly if we need further information.

### Why do we collect your personal information?

The information is needed to enable the Cook/Catering staff to provide a safe meal for children/young people who require a special diet.

### Who do we obtain your information from?

We collect the special diet information required from the parent/guardian or school representative by filling in an SD1 (special diet) form, this is completed in conjunction with the school/parent/carer.

### Who do we share this information with?

The information is shared with the Catering team onsite.

### How long do we keep your information for?

Data held	Retention period
Photograph of child.	Reviewed yearly – retained for the length of the special diet requirement.
Photograph of what the child has eaten on a daily basis, in the form of a list.	Deleted after completion of a school term.
Name of Child	Reviewed on a Yearly basis/when any changes are made to the SD1 i.e. allergy/special diet requirement information changes.
Special Dietary requirements/Allergens specific to the child	Reviewed on a yearly basis/when any changes are made to the SD1 i.e. allergy/special diet requirement information changes.
Names and addresses of the Parent/Carer on the SD1 form	Held for a year and then returned back to the school.

### What is our lawful basis for processing your information?

North Yorkshire County Council relies on the following lawful basis to process your personal data:

With regard to personal data:

- Article 6(1)(e) – Public task - the processing is necessary for the Council to perform a task in the public interest and the task or function has a clear basis in law.

With regard to special category data:

- Article 9(2)(i) - Processing is necessary for reasons of public interest in public health. Meeting Schedule 1 condition 3 of the Data Protection Act 2018.

The legislations, policies and guidance that relate to this service includes, but is not limited to:

- The Food Information (Amendment) (England) Regulations 2022

**For more information about how the Council uses your data, including your privacy rights and the complaints process, please see our [Corporate Privacy Notice](#).**