

Privacy Notice (How we use your information)

Venue Management - Catering

The categories of information that we collect, process, hold and share include:

Kirklees Catering Service holds personal information relating to school pupils and their parents/carers, in order to deliver our school meals and milk contract.

This includes:

Parent/Carer Information

- Names
- Address
- Email Address
- Telephone numbers
- Bank details

Pupil Information

- Names
- School/Class
- Dietary requirements
- Allergy Information
- Biometric fingerprint (cashless meals system)

Why we collect and hold this information

We use this personal data in order to:

- Manage the Catering & Milk Service;
- Ensure our food provision is appropriate for you;
- Be able to contact the correct person outside schools hours/in an emergency;
- Enable us to carry out specific functions for which we are responsible;
- Provide you with feedback and updates about service relating to your enquiry;
- Provide you with the support you need to help us deliver our services;
- Assess the quality of our services;
- Evaluate and improve our performance;
- Derive statistics which inform decisions about future delivery of services.

The lawful basis on which we use this information

We collect and process information about your child for the administration of school meals under Article 6(1)(e) – public task – and Article 6(1)(c) – contract.

Special category data is personal data which the GDPR regards as more sensitive, and so requires more protection.

We process three types of special category information:

- Allergens
- Dietary information
- Biometric fingerprint (cashless meals system)

Biometric fingerprint information is collected and processed under Article 9(2)(a) – explicit consent. The

processing of allergen and dietary information is collected and processed under Article 9(2)(g), as it is necessary for reasons of substantial public interest, to safeguard the health of data subjects.

Storing this information

We will hold the information about you securely, and for no longer than reasonably necessary. We will hold:

- Financial Information will be retained for 6 years.
- Biometric information is retained until the pupil's departure.
- Monitoring & Audit information will be retained for 5 years.
- Other personal information will be retained for 3 years.

Who we share this information with

We may routinely share this information with:

- Other services within the Council such as Children & Families, Corporate Strategy & Public Health, Customer and Exchequer Services.
- Other partners such as Food Standards Agency.
- External organisations such as ParentPay, Nationwide and SecurityPlus.

Why we share this information

We may share information within Kirklees Council and our partners in order to satisfy / conclude the reason(s) Venue Management were contacted in the first instance.

We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.

Further information

If you would like further information about how we manage your data, please see the privacy notice for Kirklees Council at <http://www.kirklees.gov.uk/privacy>

If you would like further information about this privacy notice, please contact: CEIG@kirklees.gov.uk

If you have any worries or questions about how your personal data is handled, please call the Data Protection Officer at DPO@kirklees.gov.uk or by ringing 01484 221000.