

<b>TCBC Service Area:</b>	Neighbourhoods, Planning and Public Protection
<b>Work area:</b>	Catering and Cleaning
<b>Contact Details:</b>	Tracey James
<b>Privacy Notice Name:</b>	Special Diets

**Data controller:**

**Torfaen County Borough Council**  
**C/o Civic Centre**  
**Pontypool**  
**NP4 6YB**

**Data Protection & Information Governance Officer:**

**Susan Bullock**  
**01633 647467**  
**Email: [dpa@torfaen.gov.uk](mailto:dpa@torfaen.gov.uk)**

**1) Have we sourced your personal data, directly from you?**

Yes

**2) What information does the Council collect about you?**

The Council collects and processes a range of information about you. This includes name, address, date of birth, medical information (allergies etc) of pupils, religious/ethical/cultural information if relevant and parent contact information

**3) The Council may collect this information in a variety of ways:**

Via a form, or via direct contact with parent, school or catering staff

**We will store your data:**

In secure paper and electronic filing systems

**4) Why does the Council process your personal data?**

Necessary to protect the vital interest of the data subject

**5) Special categories of personal data:**

Religion and/or health information

**We can process this category of data because:**

It is necessary to protect the vital interest of the data subject

To ensure that medical or religious dietary needs are adhered to

**6) Who has access to your data?**

Limited information may be shared internally with school based catering staff (name and requirement)

**Is the Data transferred out of the EEA?**

No

**7) How does the Council protect data?**

The Council has internal policies in place to ensure the data it processes is not lost, accidentally destroyed, misused or disclosed. Furthermore data is not accessed by employees except in the performance of their duties.

Where the Council engages third parties to process personal data on its behalf, they do so on the basis of written instructions. These third parties are also under a duty of confidentiality and are obliged to implement appropriate measures to ensure the security of data.

**8) How long does the Council keep your data?**

The Council will hold your personal data only for the period that is necessary and will follow organisational and Local Authority standards in this area. We will keep your information until the child leaves the school – information is then securely destroyed

**9) Are we making automated decisions/profiling with your data?**

No

**Your rights**

You have a number of rights you can exercise:

- access and obtain a copy of your data on request
- require the Council to change incorrect or incomplete data
- under certain circumstances you can require the Council to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing

- to know the period of time that the data will be stored for
- the right to data portability
- the right to withdraw your consent at any time
- the right to lodge a complaint with a supervisory authority (Information Commissioners Office)
- the consequences of if you fail to provide data to the Council
- the existence of and automated decision-making, including profiling and the consequences of this for you.

If you would like to exercise any of these rights, please contact Torfaen Schools Catering [specialdietrequest@torfaen.gov.uk](mailto:specialdietrequest@torfaen.gov.uk)

## DOCUMENT CONTROL

<b>Title:</b>	<b>Special Diets – Privacy Notice</b>		
<b>Document Owner:</b>	<b>Senior Information Risk Owner (SIRO)</b>		
<b>Document Author:</b>	<b>Kevin Davies</b>		
<b>Reference:</b>	<b>PN0042</b>	<b>Retention Period:</b>	<b>Until next review</b>
<b>Document Classification:</b>	Official	<b>Location:</b>	SWOOP
<b>Version / Status:</b>	Live	<b>Approved by:</b>	SIRO
<b>Current Issue Date:</b>	January 2020	<b>Next Review Date:</b>	January 2022

## REVISION HISTORY

<b>Issue Date</b>	<b>Version / Status</b>	<b>Reason for Change</b>	<b>Changed By:</b>
January 2020	1.0 Live	Created to achieve GDPR Compliance	Kevin Davies