



# Special Diets Form Privacy Policy

We are **committed to protecting the privacy** of our customers and ensuring that personal information is not misused in any way. Our privacy policy outlines what information is collected and **explains how it is used.**

## Information collection and usage

We gather various pieces of **information** on this form, such as name(s), address(es), sex, allergies, doctor's name and other statistical information. We use this information to create appropriate menu choices for the pupil and to ensure that all relevant staff are able to identify the pupil in order that the correct menu choices can be given.

## Personal details

**Personally identifiable information** is therefore collected from users of the **allergen form**. Specifically, this information includes name, telephone number and photo id. Personal contact details will **only ever be used** to reply to the information you submit. All personally identifiable information (e.g. email address, phone number) will be handled with absolute confidentiality and **will not be passed to any third party** – except in some legal circumstances. When no longer required the detail will be confidentially destroyed.

You have the right to access any personal information we process about you and to request information about: -

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source