

Medical Diet Parent/Carer and Child Privacy Notice

In order to ensure that we can provide your child with a safe medical diet, we need to process and store personal data about both you and your child. This data is held in accordance with our data protection policies and in compliance with all legislation. The Taylor Shaw and Edwards and Blake brands are owned by Elixir UK plc ("Elixir"), and Elixir will be the "data controller" and responsible for safely processing your and your child's personal data. Elixir will process the following information:

- your child's:
 - name,
 - date of birth,
 - school and year group and
 - details about his or her medical and dietary needs.
- details about your child and his or her condition contained within the medical evidence that you provide, such as a letter from your child's paediatric consultant or dietitian.
- your child's photograph.
- your own:
 - name,
 - address, and
 - contact telephone number and email address, and,
- any other personal data which you provide to us, for example in correspondence between you and us.

Purposes and basis for processing your information

We process your contact details only for the purposes of contacting you in relation to your child's medical diet. If you think the contact details we hold on file are incorrect, or if your contact details change, please complete a Medical Diet - Change of Personal Details form as soon as possible. We process your contact details on the basis that it is necessary for us to ensure your child's school performs its contract with you and provides your child with a safe meal.

Purposes and basis for processing your child's information

We process all personal data about your child only for the purpose of creating a diet recipe template for your child and identifying your child at school premises to ensure he or she receives the correct meal. Medical information is classed as "special" category data under data protection law and this means that, in order to process it in this instance, we need your consent (on behalf of your child) to process your child's data. We will collect this consent on the medical diet request form. Under data protection law, you can withdraw your consent at any time by writing to Nutrition and Dietetics Team, Elixir UK, The Courtyard, Catherine Street, Macclesfield, Cheshire SK11 6ET. It is very important that you are aware that we need your child's medical information to make sure your child is provided with a safe meal and if you withdraw your consent, we may not be able to do so. Again, if any of your child's medical details

change or you think the details we have are not correct, it is important that you let us know by completing a Medical Diet – Change to Personal Details form.

Sharing and storing personal data

We will need to share your child's photograph and the menu created for your child with your child's school to ensure that your child receives the correct meal. We will not share any of your or your child's personal data with any other third parties. All of your and your child's personal data will be stored securely either in the UK or within the European Economic Area. We will delete your and your child's personal data once your child has left the relevant school or once his or her need for a medical diet has ceased, unless we need to keep the personal data to deal with any claims or complaints, in which case we will keep it for as long as necessary for that purpose.

Your and your child's rights

Data protection law gives both you and your child certain rights in relation to your personal data, which you can exercise by contacting Nutrition and Dietetic Team, Elior UK, The Courtyard, Catherine Street, Macclesfield, Cheshire SK11 6ET. These rights are as follows:

- A right to ask us for a copy of the personal data we hold about you or your child. Please note that the only personal data we hold about you and your child will be personal data that you have already provided to us on the medical diet request form, in the medical evidence or through further correspondence.
- A right to ask us to delete your or your child's personal data in certain circumstances, such as if you withdraw consent to us processing your child's data (though please note the consequences of this set out above) or if we no longer need the personal data. Note that if we are required to keep your personal data to deal with claims or complaints, we may not be obliged to delete all of it.
- A right to ask us not to do anything with the personal data except store it in limited circumstances, such as if you and we do not agree on the accuracy of the personal data and steps are required to validate it.

Questions about your and your child's personal data

If you have any questions or concerns about how we process your or your child's personal data, please contact Nutrition and Dietetic Team, Elior UK, The Courtyard, Catherine Street, Macclesfield, Cheshire SK11 6ET. If you are not happy with how we have processed your or your child's personal data, you can make a complaint to the Information Commissioner's Office, which regulates data protection compliance in the UK. More information is available at their website: www.ico.org.uk.