



General Data Protection Guidance Note

Thank you for your cooperation with our Managing Special Diets in Schools. As referred to in our letter, we have considered data protection obligations found in the General Data Protection Regulation (“GDPR”) when compiling this process.

We need to ensure that any personal data we receive from parents / guardian as part of the Managing Special Diets in Schools Process is done so in compliance with GDPR.

Under the GDPR, personal data can only be processed where there is a lawful basis for processing that personal data. The GDPR provides several legal bases for processing personal data and the relevant legal basis largely depends on the nature of the personal data being processed. Allergens data is considered health data and under the GDPR this is a special category of data which has specific requirements.

The only relevant legal basis for the processing of allergens data is explicit consent from the data subject (or in our case the parent/guardian of the student due their age) and it is only with this explicit consent that the Trust is permitted under GDPR to process the allergens data we receive from you.

We ask for this explicit consent from parents/guardians via our Special Diet Information / Allergen Form. Without this explicit consent you will not have the legal basis to send us the allergens data and where you send the allergens data to us without this explicit consent, not only will this not be in compliance with GDPR, it will be extremely difficult for us to use any allergens data that you provide to us in our operations (i.e. to prepare an alternative meal etc). This could have a detrimental effect on the standard of service that you have committed to provide your pupils.

Please also remember that you can withdraw your consent at any time by emailing Shona Needham (Catering Operations Manager) at s.needham@wellspringacademies.org.uk

Wellspring Academy Trust takes your children’s privacy and data protection very seriously. We have an extensive set of privacy policies in place that can be found on the Trust website at <https://wellspringacademytrust.co.uk/about-us/policies-documents/> which set out our internal processes and procedures for safeguarding personal data.

Should you have any queries regarding this Special Diets Information form or the use of your data please email the Trust’s Data Protection Officer at privacy@wellspringacademies.org.uk

Thank you again for your continued cooperation.

Wellspring Catering Team