

## School Meals - Adapted Diet / Food Allergy



Information on pupils and parents/carers is stored securely on a computer system. The information gathered is subject to the terms of UK Data Protection Legislation. Information from this form will be shared with Moray Council for administrative and statistical purposes. Extracts of the information may be shared with NHS Grampian. Data Protection Legislation ensures that information is collected fairly and lawfully, is accurate, adequate, up to date, not held for longer than necessary, and may only be disclosed in accordance with the Codes of Practice.

This form should be completed to inform the school of an adapted diet or food allergy.

<b>I declare the information entered on this form to be correct and consent to the information being used for the purposes detailed above</b>			
<b>Name of person completing this form</b>			
<b>Signature</b>		<b>Date</b>	
<b>Child's full name</b>			
<b>Date of Birth</b>		<b>School</b>	
<b>Home Address</b>			
<b>Postcode</b>		<b>Home telephone number</b>	
		<b>Mobile telephone number</b>	
<b>Email Address</b>			
<b>Details of allergy or brief statement on need for adapted diet</b>			

Please  the following that apply:

- I / we as parent / carers consent to the above named child consuming school meals
- I / we confirm that we have provided the authority with all relevant and up to date information about the child's allergy, dietary or eating needs in order for a plan to be made and understand that should their condition change, it is my / our responsibility to inform the School of this, who will inform the School Catering Service
- I / we are aware that the School Catering Service uses ingredients from a number of suppliers and cannot guarantee that any meal is free from allergens and appreciate that there will also be a risk of cross contamination
- I / we understand that my child is entitled to a free school meal but we do not wish the above named child to participate due to food allergy concerns. I therefore wish to claim the food value of a free school meal, which is the school meal price less catering costs
- I / we would like a meeting to discuss my child's access, inclusion and specialist dietary requirements for school meals as part of the child planning process
- I enclose copies of medical / dietician's reports / care plan

Copy to be retained by:  Parent / Carer  Head Teacher  School Catering Service

School to send completed form and copy of child planning minute to Education Business Support if free school meal reimbursement is required

## Privacy Notice – Adapted Diets and Food Allergies Form

### How we use your information

Your information is being collected to allow access to information about food allergies or adapted diet.

### Our legal basis

Whenever the Council processes personal data we need to make sure we have a legal basis for doing so. We understand the Council's basis in data protection law to be Article 6(1)(e) of the UK General Data Protection Regulation (UK GDPR) because your personal information is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Council - in this case, the Children and Young People (Scotland) Act 2014 and similar laws relating to childcare and early learning.

Personal data that counts as 'special category data' such as health, ethnicity and religion, must satisfy extra conditions when processed. We understand that our legal basis in data protection law for processing this special category data to be Article 9(2)(g) of the UK GDPR, with reference to Schedule 1, Part 2, 6(2)(a) of the Data Protection Act 2018, which permits the processing of Special Category Data when processing is necessary for reasons of substantial public interest and the purposes of processing is in the exercise of a function conferred on a person by an enactment or a rule of law. In this case the law in question is the Children and Young People (Scotland) Act 2014.

### Who we share your information with

Your personal data may be shared internally with authorised officers of the Council if having access to personal data is a necessary part of their roles to ensure records are accurate and up to date which improves the standard of the services we deliver. It may also be shared with NHS Grampian, or with other relevant Council departments where applicable.

The Council may also share your personal data with other relevant Council departments and third parties, where we are under a legal obligation to do so. For example this may be with Police, UK Border Agency or other Registered Professional Bodies.

The Council is required by law to protect public funds against fraud. It may share personal data with other relevant Council departments and third parties responsible for auditing and administering public funds, or who otherwise have responsibility for preventing and detecting fraud.

### How long the information is held for

Your personal data will be held by Moray Council for a pre-determined length of time. You can find all the information about how long we retain personal data for on our website:

[http://www.moray.gov.uk/moray\\_standard/page\\_92820.html](http://www.moray.gov.uk/moray_standard/page_92820.html) (found on the Moray Council website under Section 5 of the Records Management Plan)

### Your rights

Moray Council is the Data Controller for this personal data. You have legal rights about the way the Council handles and uses your personal data. These include the right to ask for a copy of it, to ask us to correct it and to ask us to stop doing something with your personal data. For more information about these rights please contact the Council's Data Protection Officer at [info@moray.gov.uk](mailto:info@moray.gov.uk).

As so far as the legislation permits, you also have the right to request the deletion of your data and to object to the processing.

You also have the right to make a complaint to the Information Commissioner's Office. They are the body responsible for making sure organisations like the Council handle your personal data lawfully.

Information Commissioner's Office  
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF  
Telephone: 0303 123 1113  
Email: [casework@ico.gov.uk](mailto:casework@ico.gov.uk)  
Website: [www.ico.org.uk](http://www.ico.org.uk)