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**Privacy Notice (How we use personal information) for Parents / Pupils**

**The Big Fresh Catering Company**

**General Data Protection Regulations (GDPR)**

**Who processes your information?**

The Big Fresh Catering Company is the data processor of the personal information your child’s school provides to us. This means that the school determines the purposes for which, and the manner in which any personal data relating to pupils is to be processed.

Your data has been outsourced to us as a third party processor; however, this will have been done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that the school upholds are imposed on the processor.

**Why do we collect and use your information?**

Pupil data is essential for the Big Fresh Catering Company’s operational use. We collect and use pupil information under section 6(1)(e) of the GDPR which states ‘Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller’

In accordance with the above, the personal data of pupils is collected and used for the following reasons

* To safeguard students (e.g. allergies or special dietary requirements
* To access school meals ordered either in school or from home

We do not share information about pupils with anyone without consent unless the law and our policies allow us to do so.

The categories of pupil information that we process include:

* + Pupil name
	+ Pupil class
	+ Facial photograph (if you agree to provide this)
	+ Dietary types
	+ Allergies

**How we collect pupil information?**

We collect pupil information via Cypad, which has been populated by your child’s school.

**How long is your information stored?**

The Big Fresh Catering Company does not keep information about you on computer systems or in paper form. Personal data relating to pupils is stored by Cypad in line with the school’s Data protection Policy.

**Will my information be shared?**

We do not share information about pupils with anyone without consent unless the law and our policies allow us to do so.

**What are your rights?**

Parents and Pupils have the following rights

* + Right to be informed;
	+ Right of access;
	+ Right to rectification;
	+ Right to erasure;
	+ Right to restrict processing;
	+ Right to data portability;
	+ Right to object.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

You also have the right to:

* object to processing of personal data that is likely to cause, or is causing, damage or distress
* prevent processing for the purpose of direct marketing
* object to decisions being taken by automated means
* in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed, and
* a right to seek redress, either through the ICO, or through the courts

**Requesting access to your personal data**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information contact the Managing Director.

**Where can you find out more information?**

If you would like to find out more information about how we collect, use and store your data, please visit our website to view our Data Protection Policy at [www.bigfreshcatering.co.uk](http://www.bigfreshcatering.co.uk)

**Concerns or Complaints**

If you have a concern or complaint about the way we are using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner’s Office.

**Contact details**

If you would like to discuss anything in this privacy notice, please contact: The Managing Director, Big Fresh Catering Company, Civic Office, Holton Road, Barry, Vale of Glamorgan, CF63 4RU

Tel: 029 20673037

**Contact details of the Information Commissioner’s Office.**

These are:

Information Commissioner’s Office, 2nd floor, Churchill House, Churchill Way, Cardiff, CF10 2HH

Tel: 029 2067 8400 Fax: 029 2067 8399

Email: wales@ico.org.uk