



MEDICAL DIET PRIVACY NOTICE

RECEIPT OF MEDICAL DIET REQUEST FORM

- ▶ The information is gathered electronically using a secure online platform with restricted access.
- ▶ A medical menu will be completed, which will contain the child's name and the signature of the parent/ carer.

STORAGE

- ▶ All personal Information relating to medical diet requests will be stored electronically using a secure online platform with restricted access.
- ▶ The Medical menus will be stored in a secure online platform with restricted access.
- ▶ Any information held in hard copy on site will be stored in a folder within a lockable drawer, locker or safe when not in use. The folder will be at the servery counter during service, to ensure that IFG employees have access to check upon the dietary needs of pupils during service.

ACCESS & SECURITY

- ▶ The Medical Diet Request information can be accessed by the Operations Manager, Operations Support staff and Operations Directors.
- ▶ Access is allocated on a case by case basis.
- ▶ Access is through individual and personal log ins with multi factor authentication (MAF).
- ▶ In the event of an incident the Medical Diet information will be shared with senior management including the Group Health & Safety Manager.
- ▶ In the event of an incident the results of any investigation may be shared with government bodies, legal representatives and /or insurers.

RETENTION

- ▶ All Medical Diet Request information will be held until the end of each school year, when they will be deleted from the system.
- ▶ Parents and carers will be asked to complete the allergen request at the start of each academic year,
- ▶ Centrally held Medical Diets will be kept for a maximum of 3 years before being deleted.
- ▶ Where incidents have taken place it will be necessary to hold all investigation records including the information contained within the medical diet request form for a period of (18 - child's age) +3 years. This information will be archived in a restricted folder, accessible only to the Group Health & Safety Manager and Operations Directors.

