

## **Catering Services**

### **1. Who we are and what we do:**

The catering department provides catering services to schools, adult centres, nurseries and hospitality catering services.

### **2. Why we need your information and how we use it:**

GSS Ltd delivers catering services to a range of organisations. In doing so, it will collect personal data and this will be used to undertake the following;

To provide you with the appropriate services;

Help us develop our services;

Complete statistical return to Government departments;

Measure whether our services are improving the provision of catering services;

To maintain our own accounts and records;

The lawful basis for processing your data pursuant to Article 6 of the GDPR is as follows;

- ✓ Consent: the individual has given clear consent for you to process their personal data for a specific purpose;
- ✓ Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.
- ✓ Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations).

The lawful basis for processing your data pursuant to Article 9 of the GDPR is as follows;

- ✓ Explicit consent of the data subject

If you fail to provide the personal data required, we will be unable to deliver the service as required.

### **3. What type of information is collected from you:**

In order to effectively and efficiently deliver a catering service, any of the following information may be collected from you;

- Name
- Gender of child
- DBS numbers
- Email address
- Contact number
- Details of any medical conditions of children;
- Details of parent/carer including mobile
- Additional emergency contact details
- Any additional information

### **4. Whom your information may be shared with (internally and externally)**

Your data may be shared with the following:

- Internal departments
- Greenwich Service Plus Ltd
- External auditors;
- Safety Culture
- The Royal Borough of Greenwich
- Suppliers
- Internal & external Environmental Health Officers/departments
- Other third-party organisations, as allowed by law
- Other partner agencies that provide services on our behalf
- Agencies with whom we have a duty to co-operate, such as police

### **5. How long we keep your information (Retention policy)**

Your personal data will not be retained for longer than necessary in relation to the purposes for which they were collected and will be kept for the duration of our contract with yourself. Any personal data relating to children and any medical conditions will be held for the duration of the contract with yourself or until the children leave the school.