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## **GDPR Statement**

### **Introduction**

This document describes the data security and GDPR implications of the Aspens Services Select system. It is intended for schools and parents, and is not a detailed security description, nor does it form any part of a contract between Aspens Services and schools/parents. It is provided for information only.

### **Background**

For schools that contract with Aspens Services to deliver school meals, Aspens may offer the Select system to parents. Select allows parents to order Aspens school meals for their children, and to pay for those meals. In addition it allows schools to place meal orders for children when required, and for teachers to order and pay for meals. Aspens uses the ordered meals information to cook the right meals for children and teachers.

### **System information**

Select is built using secure development techniques to ensure the integrity of the system and the data in it. Select is hosted in a secure environment in the UK. The system and its environment are regularly security tested, and security updates are applied on a regular basis. Web traffic between a parent's or school's computer and the Select environment is encrypted.

### **System data**

Select holds the minimum data required to deliver a reliable meal ordering and payment capability. The data held is as follows:

When a **parent** creates an account, Select holds the following information:

- Title
- First Name
- Last Name
- Email
- A securely encrypted Password
- Telephone
- Security question answers
- We also keep a transaction log of payments made (see later section)

**Teacher** account creation is initiated by the school, and the information provided by the school is:

- Title
- First Name
- Last Name
- Email
- Telephone
- We also keep a transaction log of payments made by the teacher (see later section)
- A securely encrypted password is initially generated by the Select system, which can be changed by the teacher.

**Child** account creation is initiated by the school, and the information provided by the school is:

- First Name
- Last Name
- What school they are from
- Their FSM entitlement eligibility
- School Class
- Dietary Requirements
- We also keep a history of orders placed for the child

The information is used solely for the purposes of providing schools meals. We do not use the information for any other purpose.

The Select system provides the school with a school code and unique child code that identifies each child within the system. The school is responsible for sharing this information with the relevant person.

Aspens keep historical records of parents, teachers, children, meals ordered etc in order that we are able to deal with historic queries, some of which may occur well after a child has left a school.

Aspens acts as the data processor for all data in the system. Aspens acts as the data controller for information relating to parents. Each school acts as the data controller for child and teacher information.

### **Payments**

Select uses Stripe Online Payments service to collect payments for school meals by all persons. No bank account details are ever disclosed to Aspens as part of this process, and so no bank details are stored within the Select system. Aspens keeps a record of each transaction date and value.

### **Schools responsibilities**

It is the responsibility of each school to keep their child data up-to-date. This includes dietary requirements and meal entitlements. Aspens provides support and guidance to schools to do this, but can not be held responsible for inaccuracies in the base information uploaded and maintained within Select by the school.

**Reviewed May 2021**