

## Young Chef of the Year Award Privacy Policy

### Young Chef of the Year is committed to protecting and respecting your privacy

This policy (together with our terms of use and any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. This document outlines how that information is used, who we may share that information with and how we keep it secure. This Privacy Policy, like our Terms of Service, is an integral part of using our Services; therefore you must completely agree to our Privacy Policy in order to use our Site or Services.

This notice does not provide exhaustive detail. However, we are happy to provide any additional information or explanation if required. Any requests for this should be sent to the [info@youngchefoftheyear.co.uk](mailto:info@youngchefoftheyear.co.uk)

We keep our Privacy Notice under regular review. This Privacy Notice was last reviewed in May 2018.

For the purpose of the Data Protection Act 1998 (the Act), the data controller is THE FOOD TEACHER LTD of 16 Ambrose Lane, Harpenden, Hertfordshire, AL5 4AX (registration number **08747550**).

This policy only applies to our site. If you leave our site via a link or otherwise, you will be subject to the policy of that website provider. We have no control over that policy or the terms of the website and you should check their policy before continuing to access the site.

#### **1. What We Do**

Young Chef of the Year provides schools with an online education programme to deliver to pupils. This is an award for Year 6 pupils (ages 10-11) written by teachers for teachers, which covers the Key Stage 2 curriculum for 'Cooking and Nutrition' in schools, develops pupil's chef skills, and encourages food awareness and healthy eating.

The award is a 6-week summer term challenge that focuses on pupil's designing a 'Meal for their Hero'. The meal includes a soup, main course, dessert and drink within a £10 budget. Children learn chef skills, seasonality, cooking methods, food hygiene and safety, where food comes from and the importance of food for health. The teaching also incorporates other curriculum areas such as English, Science, Maths, Geography, ICT and Art and Design.

#### **2. How we Obtain your Personal/School Data**

We may collect and process the following data about you:

- Information that you provide by filling in forms on our site <http://youngchefoftheyear.co.uk>(our site). This includes information provided at the time of registering to use our site, subscribing to our services, content or requesting further support. We may also ask you for information when you report a problem with our site.
- Through email, over the telephone or by post
- By completing a sign up/registering interest form
- By taking credit card and online payment
- If you contact us, we may keep a record of that correspondence.
- We may also ask you to complete surveys that we use for research purposes, although you do not have to respond to them.
- Details of your visits to our site including, but not limited to, traffic data, location data, weblogs, operating system, browser usage and other communication data, whether this is required for our own billing purposes or otherwise and the resources that you access.

This may include the following information:

- basic details such as name, school address, job title, contact details
- details of contact we have had with you such as emails
- school class sizes and pupil numbers
- Bank or card details. However, in order to purchase any products or sign up for the award you will be required to submit your name, email, and payment information. Please be aware that all payment information will be shared with and stored by our third party payment processors, Paypal.

### **Uses made of the information**

We use information held about you in the following ways:

- To ensure that content from our site is presented in the most effective manner for you and for your computer.
- To provide you with information, products or services that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes.
- To carry out our obligations arising from any contracts entered into between you and us.

- To allow you to participate in interactive features of our service, when you choose to do so.
- To notify you about changes to our service.

### **3. How we store your personal data**

We act as a data controller for use of your personal/school data to provide our service. We act as a data controller and processor in regard to the processing of credit card and online payments.

We undertake at all times to protect your personal data, including any school and contact details, in a manner which is consistent with our duty of professional confidence and the requirements of the General Data Protection Regulation (GDPR) concerning data protection. We will also take reasonable security measures to protect your personal data storage.

We may use your personal data where there is an overriding public interest in using the information e.g. in order to safeguard an individual, or to prevent a serious crime. Also where there is a legal requirement such as a formal court order. We may use your data for marketing purposes such as newsletters but this would be subject to you giving us your express consent.

### **4. Your Data and Other Organisations**

We will keep information about you and your school confidential. We will only disclose your information with other third parties with your express consent with the exception of the following categories of third parties:

- Any contractors and advisors that provide a service to us or act as our agents on the understanding that they keep the information confidential
- Anyone to whom we may transfer our rights and duties under any agreement we have with you
- Any legal or crime prevention agencies and/or to satisfy any regulatory request (eg, CNHC if we have a duty to do so or if the law allows us to do so)

### **5. Your Rights**

Every individual/school has the right to see, amend, delete or have a copy, of data held that can identify you/your school, with some exceptions. You do not need to give a reason to see your data.

If you want to access your data you must make a subject access request in writing to [info@youngchefoftheyear.co.uk](mailto:info@youngchefoftheyear.co.uk) Under special circumstances, some information may be withheld. We shall respond within 20 working days from the point of receiving the request and all necessary information from you. Our response will include the details of the personal data we hold on you including:

- Sources from which we acquired the information

- The purposes of processing the information
- Persons or entities with whom we are sharing the information

You have the right, subject to exemptions, to ask to:

- Have your information deleted
- Have your information corrected or updated where it is no longer accurate
- Ask us to stop processing information about you/your school where we are not required to do so by law
- Receive a copy of your personal data, which you have provided to us, in a structured, commonly used and machine readable format and have the right to transmit that data to another controller, without hindrance from us.
- Object at any time to the processing of personal data concerning you/your school

We do not carry out any automated processing, which may lead to automated decision based on your personal data.

If you would like to invoke any of the above rights then please write to the Data Controller at The Food Teacher Ltd of 16 Ambrose Lane, Harpenden, Hertfordshire, AL5 4AX or email [info@thefoodteacher.co.uk](mailto:info@thefoodteacher.co.uk)

## **6. Safeguards in Place**

We only use information that may identify you/your school in accordance with GDPR. This requires us to process personal data only if there is a legitimate basis for doing so and that any processing must be fair and lawful.

We also ensure the information we hold is kept in secure locations, restrict access to information to authorised personnel only, protect personal and confidential information held on equipment such as laptops with encryption (which masks data so that unauthorised users cannot see or make sense of it). We ensure external data processors that support us are legally and contractually bound to operate and prove security arrangements are in place where data that could or does identify a person are processed.

The Food Teacher Ltd is registered with the Information Commissioner's Office (ICO) as a data controller and collects data for a variety of purposes. A copy of the registration is available through the ICO website (search by business name).

## **7. Confidential Information Held**

All records held by The Food Teacher Ltd will be kept for the duration of your schools engagement with the Young Chef of the Year Award until which time your school decides to no longer participate.

## **8. Website technical details**

We do use electronic forms on our website making use of an available 'forms module' which has a number of built-in features to help ensure privacy. We also aim to use secure forms where appropriate.

## **9. IP addresses and cookies**

We may collect information about your computer, including where available your IP address, operating system and browser type, for system administration and to report aggregate information to our advertisers. This is statistical data about our users' browsing actions and patterns, and does not identify any individual and we will not collect personal information in this way.

You may refuse to accept cookies by activating the setting on your browser which allows you to refuse the setting of cookies. However, if you select this setting you may be unable to access certain parts of our site. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you log on to our site.

Cookies are small. We do not make use of cookies to collect any private or personally identifiable information. The technical platform of this website uses cookies solely to aid the proper technical functioning of the website. The cookies used contain random strings of characters alongside minimal information about the state and session of the website – which in no way collects or discloses any personal information about you as a visitor.

Advanced areas of this site may use cookies to store your presentation preferences in a purely technical fashion with no individually identifiable information. Note also our statement on analytics software below – as analytics software also uses cookies to function.

Most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit [www.allaboutcookies.org](http://www.allaboutcookies.org)

To opt out of being tracked by Google Analytics across all websites visit <http://tools.google.com/dlpage/gaoptout>

## **10. Analytics**

Like most websites, we make use of analytics software in order to help us understand the trends in popularity of our website and of different sections. We make no use of personally identifiable information in any of the statistical reports we use from this package. We use an analytics package called Google Analytics who provide details of their [privacy policy](#) on the Google website.

The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area (“EEA”). It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. Such staff maybe engaged in, among other things, the fulfilment of your order, the processing of your payment details and the provision of support services. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

All information you provide to us is stored on our secure servers. Any payment transactions will be encrypted using SSL technology. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our Site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Unfortunately, the transmission of information via the Internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our Site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

### **Contact**

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to [info@youngchefoftheyear.co.uk](mailto:info@youngchefoftheyear.co.uk)

Last Modified: 18<sup>th</sup> May 2018