

**Dear parent/carers,**

Nottinghamshire County Council, NCC, has recently established a partnership with Vertas Limited to set up a new joint venture, Vertas Nottinghamshire Limited (VNL). NCC's Schools Catering Service, SCS, which provides/provided meals to your child at (insert name of school) school will be transferring across to VNL on the 1st September 2025.

As part of the transfer process, NCC will be transferring the personal and special category data which they hold about children who have Special Medical Diets to VNL. This includes medical and dietary information provided to NCC SCS by parents/carers and school. Under but not limited to, the Public Record Act 1958 (selection and disposition of records), the Enterprise and Regulatory Reform Act 2013, the Competition Law Act 1998, the Code of Practice on the Management of Records issued under section 46 the Freedom of Information Act 2000, the Data Protection Act 2018 and the UK GDP, NCC have been required to retain data about special medical diets for seven years following those meals no longer being provided in school, and so this archived data will be included in the transfer.

The transfer of this data from NCC to VNL will be managed securely and in line with UK GDPR and the Data Protection Act using appropriate safeguards to keep the information safe.

If you have any queries in relation to this, please contact [CustomerInfo@nottscc.gov.uk](mailto:CustomerInfo@nottscc.gov.uk).

Yours Sincerely,

Sam Bessant

Food Development Manager

Nottinghamshire County Council