



Dear Client,

In order to assess your needs please can you complete the form below as fully as possible. Please retain a copy for your records.

NAME:		
DOB:		
ADDRESS:		
CONTACT TELEPHONE NUMBER:		
EMERGENCY CONTACT TELEPHONE NUMBERS: (Please provide 2)		
DOCTORS DETAILS: Address and telephone number		
LIST ALL KNOWN FOOD ALLERGIES:		
LIST ALL KNOWN FOOD INTOLERANCES:		
PLEASE PROVIDE INFORMATION REGARDING THESE COMMON ALLERGENS:	Tick if it applies to you and provide details below.	Please delete as applicable:
Fish		How severe? Ingest/Inhale/On contact
Shellfish		How severe? Ingest/Inhale/On contact

Tree nuts		How severe? Ingest/Inhale/On contact
Peanuts		How severe? Ingest/Inhale/On contact
Milk		How severe? Ingest/Inhale/On contact
Eggs		How severe? Ingest/Inhale/On contact
Wheat		How severe? Ingest/Inhale/On contact
Soy		How severe? Ingest/Inhale/On contact
Do you have any other allergies / intolerances? Please provide full details		How severe? Ingest/Inhale/On contact
Do you carry an EpiPen?		
Please detail any medication you require.		
Please explain the known symptoms/ reactions you have so far experienced.		
Is your allergy / food intolerance potentially life threatening?		
Is there anything else you feel we should be aware of? Please explain in full.		

Please read carefully the information below and sign the declaration if you agree to the below. If you have any questions please feel free to contact us.

STATEMENT:

You understand that for your safety it is necessary that all information regarding food allergies / intolerances is disclosed to us and not intentionally withheld.

Please note, whilst all staff are first aid trained, we are not medically trained and so are unable to assume responsibility or treat you should an adverse reaction occur. If there is a risk of adverse reaction we ask you to ensure someone who is trained to help you is present at all sessions.

We will make every attempt to identify ingredients from our planned recipes that may cause allergic reactions for those with food allergies. All Cook Stars staff who will work with you will be made aware of food allergies / intolerances.

Where possible, we will endeavor to modify recipes to meet your needs to enable you to take part in our sessions safely. Please note however this may incur a charge.

We are unable to assure that allergen-containing ingredients will not be used at our classes by other participants. There is therefore always a risk of contamination during preparation, cooking and packaging. We are unable to adapt our classes to fully remove allergens – attending our sessions is therefore at your risk.

Manufactured commercial food that we may use may contain allergens and you need to be aware of the risks. We are able to provide packaging for such products which show a list of contents / allergens. We may ask for your approval/consent before these are provided to you.

We will not assume any liability for adverse reactions to foods consumed, or items you may come in contact with whilst cooking at our sessions.

NB. Please be aware we are unable to accommodate people at our sessions where the severity of their food intolerance / allergy could prove life threatening.

Declaration – to be signed by participant:

*I understand and agree to the terms of the statement given above.

*I have disclosed all information requested and answered all questions as fully as possible.

*This information will be kept on file and I will notify Cook Stars immediately if there is any change to the information provided.

Signed: Name:..... Date:.....

By signing below, you explicitly consent to us processing the personal data you have included in this form in accordance with our Privacy Policy.

Privacy notice

1. How we use your personal data

We are committed to protecting your personal data.

The only data we collect from you is as submitted by you on the form overleaf.

We will use your non-sensitive personal data to (i) register you as a new client, (ii) manage payment, (iii) collect and recover monies owed to us (iv) to manage our relationship with you, (v) send you details of our goods and services.

We will use your sensitive personal data (that is the data you completed regarding all health related information above) for the purposes of providing our services to you or if we need to comply with a legal obligation.

We will use your non-sensitive personal data to (i) register you as a new client, (ii) manage payment, (iii) collect and recover monies owed to us (iv) to manage our relationship with you, (v) send you details of our goods and services.

Our legal grounds for processing your data are in relation to points (i) to (iv) above are for performance of a contract with you and in relation to (v) above, necessary for our legitimate interests to develop our products/services and grow our business.

We will not share your details with third parties for marketing purposes except with your express consent.

2. Disclosure of your personal data

We may have to share your personal data with (i) service providers who provide IT and system administration support, (ii) professional advisors including lawyers, bankers, auditors and insurers (iii) HMRC and other regulatory authorities (iv) third parties to whom we sell, transfer or merge parts of our business or our assets

We require all of these third parties to whom we transfer your data to respect the security of your personal data and to treat it in accordance with the law. They are only allowed to process your personal data on our instructions.

In certain circumstances you can ask us to delete your data. See the section entitled 'your rights' below for more information.

We may anonymise your personal data (so that you can no longer be identified from such data) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

5. Data retention

We will only keep your personal data for as long as is necessary to fulfill the purposes for which we collected it. We may retain your data to satisfy any legal, accounting, or reporting requirements so for example we need to keep certain information about you for 6 years after you cease to be a client for tax purposes.

You have the right to ask us to delete the personal data we hold about you in certain circumstances. See section 6 below.

6. Your rights

You are able to exercise certain rights in relation to your personal data that we process. These are set out in more detail at

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

In relation to a Subject Access Right request, you may request that we inform you of the data we hold about you and how we process it. We will not charge a fee for responding to this request unless your request is clearly unfounded, repetitive or excessive in which case we may charge a reasonable fee or decline to respond.

We will, in most cases, reply within one month of the date of the request unless your request is complex or you have made a large number of requests in which case we will notify you of any delay and will in any event reply within 3 months.

If you wish to make a Subject Access Request, please send the request to 66 Cardiff Road, Glan Y Llyn, Taffs Well, CF15 7QE or email enquiries@cookstars.co.uk marked for the attention

of the Data Compliance Officer.

3. International transfers

Some of our third-party providers are businesses outside of the EEA in countries which do not always offer the same levels of protection for your personal data. We do our best to ensure a similar degree of security by ensuring that contracts, code of conduct or certification are in place which give your personal data the same protection it has within Europe. If we are not able to do so, we will request your explicit consent to the transfer, and you can withdraw this consent at any time.

4. Data security

Protecting your data is important to us and we have put in place security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We also limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know such data. They will only process your personal data on our instructions, and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breaches and will notify you and any applicable regulator of a breach where we are legally required to do so.

7. Keeping your data up to date

We have a duty to keep your personal data up to date and accurate so from time to time we will contact you to ask you to confirm that your personal data is still accurate and up to date.

If there are any changes to your personal data (such as a change of address) please let us know as soon as possible by writing to or emailing the addresses set out in section 6 above.

8. Complaints

We are committed to protecting your personal data but if for some reason you are not happy with any aspect of how we collect and use your data, you have the right to complain to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk).

We should be grateful if you would contact us first if you do have a complaint so that we can try to resolve it for you.

We may change this Privacy Notice from time to time and shall notify you of any changes.