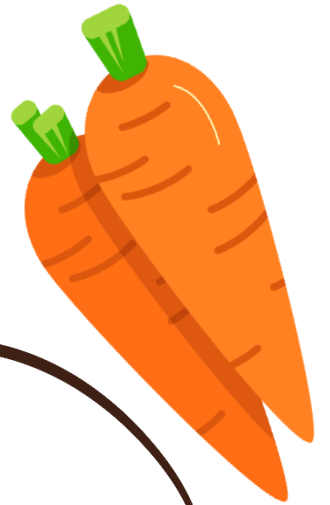
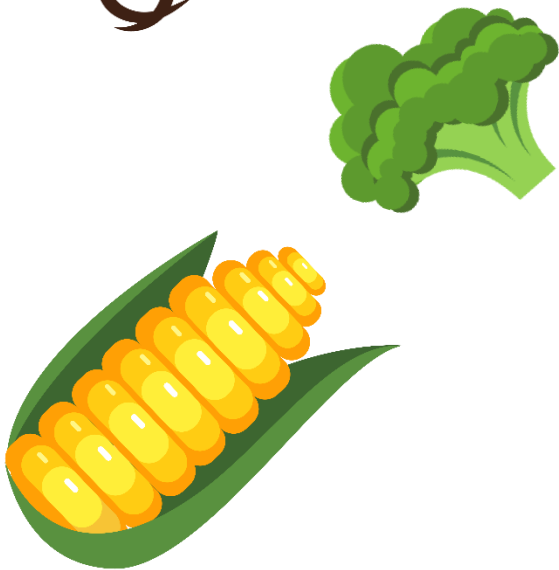




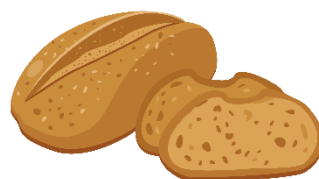
Does your child attend kindergarten, nursery or primary school and has an allergy or food intolerance?



Sodexo
can offer you
three solutions



- 1.** Registration of your child with the "Tartinistes" at the European School or the Children's Centre (CPE).
- 2.** Distribution of an allergen-avoidance meal
- 3.** Distribution of a complete hypo-allergenic meal tray



2. An allergen-avoidance meal

The allergen-avoidance meal offered by Sodexo consists of a starter, a main course and a dessert. This is a meal prepared by Sodexo staff for children with a PAI (Plan d'Accueil Individualisé) and attending kindergarten, nursery and primary school.

If your child requires a allergen-avoidance meal, we are currently able to prepare either:

- a menu free from nuts, peanuts and sesame or
- a menu gluten-free and dairy-free.

If your child suffers from another allergy listed in European regulation 1169/2011*, please contact our Quality & Nutrition Expert team, who will analyse the case and propose the most suitable solution.

*Allergens listed in European Regulation 1169/2011:



Gluten



Crustaceans



Eggs



Fish



Peanuts



Soybeans



Milk



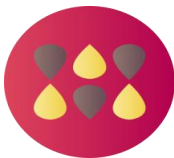
Nuts



Celery



Mustard



Sesame



Sulphites



Lupins



Molluscs



What is an allergen-avoidance meal?

It is a meal that can only be served to children with allergies who can tolerate possible trace amounts of the allergen(s) they need to avoid.

This information must be taken into consideration by the medical specialist or allergist monitoring the child.

3. Distribution of a complete hypo-allergenic meal tray

Sodexo works with **Nutrisens** to guarantee the safety of our guests, who require strict avoidance (as they cannot tolerate traces of allergens).

Nutrisens specialises in the production of allergy-free meals and prepares meals free from the 14 major allergens*. The recipes are free from flavourings, colourings and preservatives.

Sodexo will offer different meals each day to ensure broad range of culinary options.

Please consult the **Nutrisens** website for more information directly from the company that produces these types of meals:

<https://www.nutrisens.com/allergies-alimentaires/>

** Each hypo-allergenic meal is guaranteed to be free from the following allergens:*



Gluten



Crustaceans



Eggs



Fish



Peanuts



Soybeans



Milk



Nuts



Celery



Mustard



Sesame



Sulphites



Lupins



Molluscs



More specifically, as the representative of the school or childcare facility, what do I need to do?

How the process works at the European School

After your child has been registered on the www.sodexoeducation.lu website
You must download the PAI* completed by your child's GP or allergist,
If necessary, you can also contact us by e-mail at the following address:

ecoleeuropeenne1.LU@sodexo.com

* PAI (Plan d'accueil individualisé - personalised care plan): detailed protocol that aims to improve the support and integration of children with specific healthcare needs in a teaching or hospitality establishment.

The PAI is valid indefinitely.

After analysing the file, the Quality & Nutrition Expert team transmits the meal order to the catering service and informs the child's legal representative that the costs for the meal will be covered.

According to the form, Sodexo undertakes to distribute to the child, within three working days from the date of receipt of the PAI, either:
(a) An allergen-avoidance meal*; or
(b) A hypoallergenic meal*

* As per the conditions defined by the service provider and approved by the school

Meal distribution

For **Nursery** school children: the meal is distributed to the child by the supervisory staff.

For **Primary** school children: on arrival in the dining room, the child must go to the dedicated area and see the person who distributes the specific meals.

To ensure the child's file is managed correctly, any changes to the meal provision requirements must be communicated by the child's legal representative, by email to the Sodexo team and to the CPE's medical service if your child attends the CPE.



More specifically, as the representative of the school or childcare facility, what do I need to do?

How the CPE process works

After registering your child with the CPE, you must send the PAI* completed by your child's general practitioner or allergist to the CPE medical department.

- PAI (Plan d'accueil individualisé - personalised care plan): detailed protocol that aims to improve the support and integration of children with specific healthcare needs in a teaching or hospitality establishment.

The PAI is valid indefinitely.

After the CPE's medical service analyses the file, it transmits the meal order to Sodexo's Quality & Nutrition Expert team and informs the child's legal representative that the costs for the meal will be covered.

According to the order transmitted by the CPE's medical service to Sodexo's Quality & Nutrition Expert team, Sodexo undertakes to distribute to the child, within three working days, from the date of receipt of the PAI, either:

- (a) An allergen-avoidance meal*;
- or
- (b) A hypoallergenic meal*

* As per the conditions defined by the service provider and approved by the school

Meal distribution

Meals are distributed to the children by the staff.

To ensure the child's file is managed correctly, any changes to the meal provision requirements must be communicated by the child's legal representative, by email to the Sodexo team and to the CPE's medical service if your child attends the CPE.



Conditions required for the distribution of an allergen-avoidance meal

1. To ensure the file of a child with allergies or intolerances is managed correctly, the child's legal representative must send a PAI to Sodexo and to the CPE (where applicable) as proof. This document is valid indefinitely as long as the prescription remains unchanged.
2. The allergen-avoidance meal can only be served to children with allergies who can tolerate possible trace amounts of the allergens in question.

For nursery school children:

1. The allergen-free meal is given to the supervisor at the European School and/or the CPE.
2. At the European School and the CPE: the hot meals (the soup and main course) are packaged in individually labelled thermoports. The dessert and the crudités are distributed separately.

For Primary school children:

1. At the European School, the child must go to the dedicated area in the dining room.
2. At the CPE, the meal is given to the child's supervisor.
3. During production of the allergen-avoidance meal, Sodexo undertakes to respect and implement the proper application of the food safety and hygiene rules.
4. In any event, the customer agrees to take all necessary measures within the school's catering service to guarantee the safety of children with food allergies or intolerances. In this regard, the parties agree that insofar as the school is responsible for supervising the children at meal times. Sodexo shall not be held liable for any contact, inhalation or absorption of an allergen by the child in question.



Conditions required for the distribution of a hypo-allergenic meal

1. To ensure the file of a child with allergies or intolerances is managed correctly, the child's legal representative must send a PAI to Sodexo and/or to the CPE (where applicable) as proof. This document is valid indefinitely as long as the prescription remains unchanged.
2. The child must be allergic to one or more of the allergens excluded from the hypo-allergenic meal trays.
3. Sodexo offers a hypo-allergenic meal tray depending on the range available.
4. The school will not be able to choose menu types per individual child. Sodexo manages their distribution depending on supply and the rotation of the existing range.

For secondary and primary school pupils:

Sodexo staff shall reheat the meal, but shall not unwrap the dishes.

For primary school pupils:

1. At the European School: The kitchen staff will distribute the hypo-allergenic meal to the child when they present themselves at the dedicated area of the restaurant.
2. At the CPE: the kitchen staff are responsible for identifying the child for distribution of the meal.

For nursery school pupils:

1. When ready, the hypoallergenic meal will be given to the supervising staff of the European School and/or the CPE (where applicable).
2. In this regard, the parties agree that insofar as the school is responsible for supervising the children at meal times, Sodexo shall not be held liable for any contact, inhalation or absorption of an allergen by the child in question.

Information leaflet – Intolerances and allergies

As part of the production of meals for children with intolerances or allergies, certain personal data must be collected by Sodexo, namely:

The surname, first name, ID number, cycle or class, school and postal address of the child,
The surname, first name, postal address, telephone numbers and email address of the parents or legal representatives.

This personal data collected by Sodexo will be processed in accordance with current Luxembourg and European law on the protection of personal data, as well as the General Data Protection Regulation (hereinafter referred to as “the Regulation”) on the protection of natural persons with regard to the processing of personal data.

Information collected in this way will only be used for the following purposes, in the context of meeting the needs of children with allergies and intolerances:

- To prepare meals suitable for children with allergies and intolerances;
- To distribute a meal guaranteed to be free of allergens;
- To guarantee the safety of the food being served to children.

Some of this collected data is classed as sensitive information under Article 9(2) of the Regulation. The processing of this sensitive data by Sodexo is lawful on the basis of Article 9(2)(c) of the Regulation, namely that its processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent.

Data collected in this way shall not be subject to any further processing by Sodexo. In particular, this personal data cannot be used for market research and/or commercial propositions and cannot be shared with a third party.

In accordance with the provisions of the Regulation, you have a right of access, rectification, deletion, opposition and portability concerning these personal data at any time.

The aforementioned personal data shall be stored in a database managed by Sodexo for purposes exclusively within the context of providing meals to children. Sodexo shall ensure effective technical and organisational security measures are put in place to safeguard this personal data.

The aforementioned personal data will only be stored insofar as it is necessary to produce meals for children with intolerances or allergies. These documents shall be stored for one year from the date of the last prepared meal.

You may exercise your rights of access, rectification, deletion, opposition and portability concerning these personal data in order to have your information removed from this database at any time by sending an e-mail to the following address: dataprivacy.OSS.lu@sodexo.com