

DATA PRIVACY NOTICE

Wallingford Emergency Food Bank

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is at present (April 2022) governed by the General Data Protection Regulation (the GDPR).

2. Who are we?

Wallingford Emergency Food Bank (WEFB) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Wallingford Emergency Food Bank complies with its obligations under the GDPR by keeping personal data up to date; by storing it securely and destroying it when it is no longer required; by not collecting or retaining data that is not necessary for the efficient operation of the Food Bank; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;

4. What is the legal basis for processing your personal data?

- Legitimate interest so that we can make contact with volunteers in order to run our services
- Legitimate interest so that we can where appropriate provide food and other personal items to clients
- Legitimate interest so that we can make contact with trustees of WEFB
- Legitimate interest so that we can thank our donors.
- Legitimate interest so that we can supply referring agencies with voucher numbers
- Legal obligation so that we keep financial records going back 6 years.
- Legal obligation so that we can inform the Charities commission about our trustees
- Consent so that we can circulate our newsletter

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with the management team.

6. How long do we keep your personal data?

We keep the names of clients for the current and previous year in order to give anonymised statistical evidence to funding bodies.

We keep contact details for volunteers until they resign from the Food Bank.

We keep contact details for trustees during their term(s) of office.

We keep financial data for 6 years.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of the data which the Wallingford Food bank holds about you;
- The right to request that the Wallingford Food Bank corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the Wallingford Food Bank to retain such data;
- The right to withdraw your consent to the processing of your personal data at any time
- The right to request that the data controller provide the data subject with his/her personal data as held by the Food Bank, and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable)
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable)
- The right to lodge a complaint with the Information Commissioner's Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact Paul Fletcher, Chair of Trustees: fletpjf@gmail.com

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.