

## **Data Privacy Statement for Epping Forest Foodbank Financial Donors**

### **Personal data**

There are a number of ways you can give money to Epping Forest Foodbank, which may mean that we will receive and keep some data about you.

This is “personal data”, because it is about you as a particular person and it can be linked to you.

### **What personal data do we hold?**

If you make a one off or regular donation through a third party like CAF Donate or Virgin Money Giving (or similar) or Stewardship Giving, we will receive your name, address, email address and telephone number from CAF Donate, Virgin Money Giving or Stewardship Giving.

If you complete a gift aid form, we will have your name and address.

If you complete a form and ask us to set up the donation through CAF Donate, or you complete a gift aid form, we will have your name, address, email address, telephone number and bank account details.

### **How is your personal data kept safe?**

Your information will be stored securely on a password protected online data system.

If you have provided your data on a paper form, this will be scanned onto our secure online data system and the paper copy will be deleted.

If you have completed a gift aid form, it will be stored on an online donation manager system which can only be accessed with a user ID and password.

Your data will not be shared with anyone who isn't directly working on our behalf.

### **What is your data used for?**

Your data will be used for the purposes of recording your financial donations so that we can keep track of donations that you make to the foodbank and we can maintain accurate internal accounts.

Your gift aid form is kept so that we can prove what gift aid money we can reclaim from HMRC.

### **Does the foodbank have a right to your data?**

Under data protection legislation, the foodbank needs to have a “lawful basis” for keeping your data and for using it. There are several types of “lawful basis”. One of them is called “legitimate interests”.

The foodbank has a “legitimate interest” in holding the personal data about you mentioned above. This is so that we can carry out the purposes described above.

### **Who can see your data?**

Your data can only be seen by authorised people who have been given a login and password for the online data system or the online donation manager system.

We are as careful as possible to make sure that no-one else has access to your data.

### **For how long will your personal data be kept?**

Your data provided as part of making a one off donation will be kept for six years.

Your data provided as part of setting up a regular donation will be kept for as long as you continue to donate to the foodbank and for six years after the date of the last donation.

Information provided on gift aid forms will be kept for six years after the date of the last donation.

This is so that we can prove that our accounts are correct. Charity law means that we may need to be able to prove this.



### **Who can you speak to if you have questions?**

If you have questions about your data and what we do with it, you should contact the Project Manager at [info@eppingforest.foodbank.org.uk](mailto:info@eppingforest.foodbank.org.uk)

### **What rights do you have?**

You have a number of rights under data protection legislation:

1. **The right to be informed about the collection and use of your personal data**  
This Data Privacy Statement describes the personal data that we collect and how we will use it.
2. **The right to access personal data**  
You can ask for a copy of the data we hold about you. This is called a “subject access request”. If you make a subject access request, we will give you a copy of all the data we hold about you. We will do this as soon as possible and in any event within one month.
3. **The right to have inaccurate personal data rectified**  
If you think there is a mistake in the data we hold, please tell us. You have a right to have it corrected. We may need to check what the correct data is but will put right any mistakes as soon as possible and in any event within one month.
4. **The right to erasure (to be forgotten) in certain circumstances**  
You have a right to have personal data erased if we no longer need the data for the purpose which we originally collected it. If you make a request for us to do this, we will do so as soon as possible and in any event within one month.
5. **The right to restrict processing in certain circumstances**  
In certain circumstances, for example where we are not in agreement about whether your data is accurate or how we are processing the data, you have a right to ask us to limit the way that we use your data. If you make a request for us to do this, we will do so as soon as possible and in any event within one month.
6. **The right to object to processing in certain circumstances**  
You can object if you think we are using your data in the wrong way. You can also object if you think we don't have “lawful grounds” for using your data.  
We will give you a statement explaining why we use your data and explaining the “lawful grounds”.  
If you are still not happy, you can complain to the Information Commissioner's Office.  
If we find that we are using your data in the wrong way, we will stop immediately and stop it happening again.

Finally, if anything happens to your data that could be a risk to you, we will do our best to tell you.