

# Data Privacy Statement for Epping Forest Foodbank Food Donor Organisations

## **Personal data**

When your organisation (which may include churches, schools, voluntary groups and companies) becomes a food donor for Epping Forest Foodbank, the foodbank will keep some data about the organisation and also some “personal data” about particular named contacts at that organisation.

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

The foodbank will keep the data on an online data system.

This will record the name of the organisation, the address of the organisation and the main contact's name, phone number and email address at that organisation.

This is the only data we foodbank will usually hold about the main contacts. We do not get other data about the named contacts in any other way. There may also be information about the named contact in emails relating to donations made by the organisation.

## **How is the main contact's data kept safe?**

The data is stored on a secure online data system. This can only be accessed with a login and password. We require all users of the system to sign a “data protection statement” so that they know that they must keep your data safe and only use it for the right purposes.

## **What is the main contact's data used for?**

The main contact's data will only be used to contact you about food donations or other ways of supporting the foodbank. For example, this could be to thank you for donations made and let you know how much was donated, or to advise you of shortage items or to make arrangements about delivery of future donations at harvest, Christmas or at other times.

We may also use the main contact's data to send newsletters or information about the work of the foodbank. There is a separate Data Privacy Statement for “Supporters”. Please let us know if you would like to see a copy of that Data Privacy Statement.

## **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 the main contact that have been provided to us. This is so that we can carry out the purposes described above.

Newsletters will always include information about how to opt out or unsubscribe from receiving those newsletters.

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

The data about the main contact on the online data system can only be seen by authorised people who have been given a login and password for the data 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?**

The data about the organisation will be kept for as long as that organisation is a food donor.

The data about the main contact will be kept for as long as the individual is the main contact for the organisation.

If you or someone else lets us know that you are no longer the main contact for the organisation, we will delete your data from the online system's records of food donor organisations.

If you tell us that the organisation has stopped being a food donor, we will no longer record any food donations in our online database, but we will still retain historic donation amounts and dates. The contact details of the main contact will not be kept.

### **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.