

Data Privacy Statement for Epping Forest Foodbank Supporters

Personal data

There are many ways in which you can be a supporter of Epping Forest Foodbank. Some supporters receive newsletters or similar updates about the work of the foodbank. This Data Privacy Statement is for this group. In this Data Privacy Statement, the word “supporter” means someone who receives newsletters or similar updates.

What personal data do we hold?

If you are a supporter, we will hold your name and email address.

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

How is your personal data kept safe?

Your details are held in a secure online email marketing tool that can only be accessed with a user ID and password.

- You might have made contact with us through our website, Facebook or through the link on the bottom of some of our emails.

You might have signed up to become a supporter as part of setting up a regular financial donation to the foodbank.

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

What is your data used for?

Your data is only used to send you newsletters or other communications about the work of the foodbank. This may include requests for help with food donations, financial donations, volunteering opportunities.

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”.

If you are a volunteer, or the main contact at an organisation that donates food to the foodbank, then it is reasonable (“legitimate”) for us to keep you informed about the work of the foodbank.

If you are not in one of the groups above, we will not send you newsletters or other communications about the work of the foodbank unless you have agreed to be added to the mailing list to receive these communications. We will ask you clearly if you are happy to be added to the mailing list to receive these communications. If you ask to be added to the mailing list, you will have given consent and we will record your details on the mailing list. The lawful basis for us to hold your data is then called “consent”. We will not record your details on the mailing list unless you give consent.

Who can see your data?

The only people who have access to your data are the Project Manager and the volunteers who assist with the production of the newsletter and other associated marketing and administrative work.

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 will be kept for as long as you are happy to receive newsletters or other communications about

the foodbank.

At any time you can tell us that you are withdrawing consent and no longer want to receive newsletters or other communication about the foodbank. If you do that, we will take our details off the mailing list. We may keep a record of your email address separately to make sure that we don't send you any information by mistake.

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

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.