

Data Privacy Statement for Epping Forest Foodbank Volunteers (including Trustees)

Personal data

When you become a volunteer at the foodbank, the foodbank will 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?

The foodbank will keep personal data about you that you provided to us when you applied to become a volunteer, including:

- (1) your name, address, email address, phone number, date of birth, next of kin, emergency contact, notes on health issues, availability, work experience or qualifications, availability, whether a DBS check was needed and any unspent criminal convictions;
- (2) any updates to your contact details or personal information that you have given to us since you became a volunteer;
- (3) your bank details if we need to refund expenses that you have incurred on behalf of the foodbank.

How is your personal data kept safe?

Your personal data is stored securely on computer files, databases and emails, which are all password protected and paper documents are stored securely in a locked filing cabinet at the foodbank office. It will not be shared or passed to anyone who isn't directly working on behalf of the foodbank.

What is your data used for?

Your data is only used for purposes directly relating to your volunteering, particularly:

- (1) to work out the best volunteer opportunities for you;
- (2) to contact you about your volunteering, including for the monthly rota;
- (3) to make sure you get the right medical care, if you are taken ill when volunteering;
- (4) to contact the right person if you have an accident or are taken ill when volunteering;
- (5) to know that you have signed a confidentiality agreement, or have read and understood other foodbank policies (for example health and safety or safeguarding) and/or have given permission to be photographed.

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 that you have provided to us. This is so that we can carry out the purposes described above.

Who can see your data?

The only people who have access to your data as a volunteer are the Project Manager, the Volunteer Coordinator, the Administration Assistant and the Rota Coordinators. If you are a Trustee, the Chair of the Trustees and the trustee with responsibility for HR matters will also have access to your data. If we have to refund expenses to you, the Bookkeeper will also have access to your data.

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