Data Privacy Notice for Volunteers

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 in two ways:

1) The application form you filled in to become a volunteer this records your name, address, contact details, next of kin, emergency contact, notes on health issues, availability, work experience or qualifications, if a DBS check was needed, unspent criminal convictions and details of referees.
2) Our on-line database, this holds your name, address, contact details, where you are volunteering, date of joining M&DFB and a space for notes.

In the event of a grievance, accusation or disciplinary matter, this will be recorded separately.

This is the only data the foodbank will usually hold about you. We do not get data about you in any other way.

How is your personal data kept safe?

Your data is kept in a locked cabinet in the warehouse. The key is only available to the Foodbank Manager.

The digital data is in an on-line secure database. This can only be accessed with a log in and password.

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, if we need to.
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, have been told about health and safety, 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 “performance of a contract”. When you become a volunteer, you enter into a “contract” (or agreement) with the foodbank. You undertake to play your part as a volunteer; we undertake to look after you, and other people, properly. To do this, we need to hold data about you. That is why the lawful basis for holding your data is “performance of a contract”.

Who can see your data?

The only people who have access to your data are the Project Manager. We are as careful as possible to make sure no one else has access to your data.

How long will your data be kept?

Your data is kept while you are a volunteer at the foodbank.

If you stop being a volunteer, we will keep your data for one year. This is so that we can contact you if we need to ask you any questions about your time as a volunteer. It also helps us if you ask us for a reference, because you are applying for a job or another volunteer position.

After a year your records will be destroyed, unless there is a reason why we are still in touch with you about your time as a volunteer. We may keep records of any grievance, dispute or accusation for up to six years.

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 Foodbank Manager Nicky Colclough at: manager@middlewichdistrict.foodbank.org.uk.

What rights do you have?

You have a number of rights under Data Protection legislation:

Right to be know what data we hold

You have a right to know what personal data we hold about you. This Data Privacy Statement describes the data that we will hold. But you can ask if we have any other data about you which is not covered by this Data Privacy Statement.

Right to have a copy of the data we hold

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 within one month. If it helps, we will give you the data in a computer file.

Right to object

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 we are using your data in the wrong way, we will stop immediately and stop it happening again.

Right to have your data corrected

If you think there is a mistake in your data, please tell us. You have a right to have it corrected. We may need to check what is the correct data but will put right any mistakes as soon as possible.

Right to be forgotten

We promise to remove your data after six years. You have a right for this to happen, because we don’t need to keep your data any longer than six years.

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