Middlewich & District Foodbank
Together with Trussell

Data Privacy Notice for Food Donor Groups

Personal data

When your organisation becomes a regular food donor for the foodbank, the foodbank will keep some data about you. This includes some "personal data", which relates to particular named people.

What personal data do we hold?

The foodbank will keep data about you on an on-line data system.

This will record the name of your group, and your main contact's name, phone numbers, email address and postal address.

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

There may also be information about you in emails.

How is your personal data kept safe?

The data is kept in a secure on-line database. This can only be accessed with a login and password.

We require all users of the system to sign a "data protection statement". This means they know they must keep your data safe and only use it for the right purposes.

All our other volunteers also have to sign a confidentiality agreement.

We are as careful as possible to make sure no unauthorised person can log into the data system. For example, when a volunteer leaves the foodbank, we stop their access to the data system.

What is your data used for?

Your data will only be used to contact you about food donations. For example, this could be to advise you of shortage items, to thank you for donations, or to prompt you about delivery arrangements for harvest or Christmas donations.

We may also use your data to send you newsletters or information about the work of the foodbank. There is a separate Data Privacy Statement for "Supporters". Please ask 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 "performance of a contract". When you become a food donor group, we enter into a "contract" or relationship together. You undertake to make food donations to the foodbank; we undertake to give you information that will help you. 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".

If we send you newsletters or information about the work of the foodbank, the lawful basis for this is "legitimate interest". As a supporter group, we believe that it is reasonable ("legitimate") for us to keep you informed. Newsletters or similar communications will always have an opt-out or "unsubscribe" option.

Who can see your data?

Your data on the on-line 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 no one else has access to your data.

How long will your data be kept?

Your data will be kept while you are a donor group.

If you tell us you have stopped being a donor group, we will delete your organisation's data from the on-line system's record of active donor groups.

The data system will still record donation amounts and dates, but your contact details 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 foodbank manager Nicky Colclough on 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.