Middlewich & District Foodbank
Together with Trussell

Data Privacy Notice for Financial Donors

Personal data

If you give money to the foodbank for help via a Standing Order or a Gift Aid agreement, 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?

If you send us a Standing Order form, it will hold your name, address, email address, and bank account details.

If you send us a Gift Aid form, it will record your name, address, email address, and bank account details.

Both forms may also record that you are happy to receive communications from us.
If you just send us money donations, our account records will just show your name, date and amount paid.

How is your personal data kept safe?

The originals of your forms, or a photocopy, are kept in a locked filing cabinet. The key is only available to the Manager and Treasurer. The information is also held in a spreadsheet. This file is kept on a password-protected computer.

From time to time, we claim Gift Aid money back from the government. When this happens, another spreadsheet is created which lists all the people whose Gift Aid we are reclaiming. This spreadsheet is also d kept on a password-protected computer.

What is your data used for?

Your Standing Order form is used to tell your bank to make payments to the foodbank, and for our treasurer to keep track of those payments.

Your Gift Aid form is kept so that we can prove what Gift Aid money we can reclaim from the government.

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 sign a Standing Order or Gift Aid form, you enter into a “contract” (or agreement) with the foodbank. You undertake to pay funds to the foodbank; we undertake to report those funds accurately in our accounts, and to reclaim any Gift Aid money from the government.

Your Standing Order or Gift Aid form may have shown that you are happy to receive information from us. The lawful basis for sending you newsletters or similar communications would then be “legitimate interest”. If you have indicated that you are happy to receive information, then it is reasonable (“legitimate”) for us to regard you as a supporter and send you information. There is a separate Data Privacy Statement for supporters. Newsletters or similar communications will always have an opt-out or “unsubscribe” option.

Who can see your data?

The only people who have access to your data are the treasurer, the foodbank manager, HMRC when reclaiming Gift Aid and our auditor.

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 Standing Order or Gift Aid form will be kept for as long as it is in operation.

You can cancel your Standing Order or Gift Aid agreement at any time.

Your forms will then be kept for six years. This is so we could prove that our accounts are correct. Charity law means we may need to be able to prove this.

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.