



Data Protection

Privacy Policy Notice (1.1)

Review date:
31st May 2019



Lichfield foodbank Data Protection

Privacy Policy / Data Protection Notice

What is Personal Data?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data in the UK is governed by the General Data Protection Regulation (the "GDPR").

Who we are and what we need:

Lichfield foodbank will be the 'Controller' of the personal data you provide to us. Our contact details are below. We only collect basic personal data about you, which does not include any special types of information or current location based information.

An example of the personal data you have supplied to us includes;

- your name
- mailing address
- email address
- phone contacts etc.

Lichfield foodbank complies with its obligations under the GDPR by keeping personal data;

- up to date
- by storing and destroying it securely
- by not collecting or retaining excessive amounts of data
- by protecting personal data from loss, misuse, unauthorised access and disclosure
- by ensuring that appropriate technical measures are in place to protect personal data

Why we need it:

We need to know your basic personal data in order to provide you with information about the charity work of Lichfield foodbank, our various projects, and the people whose lives are impacted by them. This may, from time to time, include requests for various types of information or support, or informing you of relevant events; (supermarket collections, regular newsletter etc.).

If you support the work of Lichfield foodbank financially, we need your data to thank you and to process Gift Aid applications or equivalent tax notifications if you are outside of the UK.

We need to communicate with you if you have a particular partnership relationship with Lichfield foodbank, for example in funding projects, referring clients to our services or receiving referrals from us.

We will not collect any personal data from you that we do not need in order to provide and oversee this service to you. We do not do mass mailings or cold calling.

The legal basis for processing your personal data:

Your data is processed under the conditions of Article 6, 1(f) whereby processing is, '*necessary for the legitimate interests of the data controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject*'.

Lichfield foodbank processes data for the purposes of keeping its supporters informed about the work of the organisation, its various projects, and the people whose lives are impacted by them. These supporters, either have a historical interest in the work of Lichfield foodbank or have signed up to receive information about the work and consented to the processing of personal data under the terms of our Volunteer Application Form and this Policy. We do not do mass mailings or cold calling.

It is in the legitimate interests of Lichfield foodbank to;

- keep supporters informed
- encourage volunteering
- encourage financial support
- ask for prayer

We believe that in so doing, supporters feel informed, inspired, connected to, and part of the work of Lichfield foodbank. Without people and funding, Lichfield foodbank would cease to operate and therefore cease to benefit the lives of vulnerable people in and around Lichfield.

We do not believe that email and postal communications from Lichfield foodbank are intrusive as they are infrequent, and an '**unsubscribe**' procedure is included in all mailings.

What we do with your data:

- your personal data will be treated as strictly confidential
- all the personal data we process is administered by our volunteers
- no third parties have access to your personal data, unless the law allows them to do so.
- your data will never be sold
- we will only share your data with a third party with your consent
- as a volunteer you gave consent for your details to be shared with other volunteers in Lichfield foodbank

We have a Data Protection regime in place to oversee the effective and secure processing of your personal data.

How long we keep it:

Your data will be kept with us **until you notify us** that you no longer wish to receive information from us. You can unsubscribe at any time by completing the contact form - [click here](#).

Keeping your personal data up-to-date:

If any of your personal data or circumstances change, please notify the Volunteers' Officer, Teresa Haley or Data Protection Officer, Ian Coxon, immediately. Change of email address, change of mobile number etc. Please remember to conform with our Safeguarding Policy, volunteers are required to inform Lichfield foodbank if they are subject to a police/ social services / social work department investigation, or are convicted of an offence. [click here to update your personal data](#)

What are your rights?

If at any point you believe the information we process on you is incorrect you can;

- request to see your information
- request to have your data changed or corrected - [click here to update your personal data](#)
- request to have your data deleted - [click here to unsubscribe](#)
- You have the right to object to the processing of your personal data

If you wish to raise a complaint:

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter. Our Data Protection Officer is Ian Coxon, Lichfield foodbank Trustee, and you can contact him via letter addressed to;

Mr Ian Coxon, Lichfield foodbank, Data Protection Officer, c/o Wade Street Church, Frog Lane, Lichfield, WS13 6HL or via email; info@lichfield.foodbank.org.uk

Information Commissioner's Office:

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner's Office (ICO).

You can contact the Information Commissioners Office on +44 (0)303 123 1113 or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Further processing:

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Our contact details :

Registered address: Lichfield foodbank, c/o Wade Street Church, Frog Lane, Lichfield WS13 6HL

Registered Charity Number: 162359 | Registered in England & Wales

Email: info@lichfield.foodbank.org.uk | Website: www.lichfield.foodbank.org.uk

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