

Privacy Statement for Fairbite Food Club Members

Personal data

When you are a member of a Fairbite Food Club ('Fairbite'), the Cambridge City 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?

Fairbite is an initiative of the Foodbank, who are a data controller. All systems, volunteers and designated staff are part of the Foodbank. The Foodbank will keep the data that is on your Fairbite application form. That means we will keep your name, address, and year of birth; information about your housing status, household, including the number of other adults and children living with you. We will also keep a record of how you heard about the Fairbite Food Club and the reasons you gave for eligibility for membership. With your consent, your phone number and email address, so Fairbite can contact you about your membership. With your explicit consent, gender, ethnicity, disability information for equalities monitoring purposes. We will take a photograph of you and store it on your record. We will record each visit when you come into the shop, and also record details of any proxy who may shop on your behalf. There may be information about your financial circumstance and areas interest where Fairbite may be able to connect you to partner or community support.

How is your personal data kept safe?

Your data is kept in a secure database. This can only be accessed with a login and password. Authorised staff (whether employed or volunteer) who use the database are trained in Data Protection and sign a confidentiality agreement. We are careful to make sure no one else can log into the data system. Your application form is kept in a locked filing cabinet or stored in our password protected online data storage system. Only authorised Foodbank personnel have access to this.

What is your data used for?

We use your data for the following:

1. We need to be able to confirm that you are in genuine need of the support Fairbite offers
2. We need to be able to contact you with Fairbite member administration matters, such as if you wish to continue membership, or to inform you about services members can access.

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 contract". The

foodbank needs to ensure that only valid members can use the shop. As a member, you agree to abide by the terms of your membership and we agree to provide you with the facilities of Fairbite.

Who can see your data?

Your data can only be seen by authorised people from Cambridge City Foodbank, and their managing agent who manage the local Fairbite Food Club, and who have been given a login and password for the data system.

Sharing your data?

If we have questions about your membership, we may contact you or the agency who originally referred you (if applicable). Some local Fairbite Food Clubs are managed by agents on our behalf, with whom we have a Data Sharing Agreement requiring the same levels of confidentiality. These managing agents are joint Data Controllers.

If you have asked for extra help, we may share your contact details with Citizens Advice with whom we have a Data Sharing Agreement requiring confidentiality. We will not share your data with any other third party, unless there is a legal requirement for us to do so. We will never sell your data to any other bodies.

How long will your data be kept?

Your personal data is normally kept for one year after the financial year in which you stop being a member of Fairbite (unless there is a reason why we need to remain in contact with you). After that your name and address are removed from the data system and your application form will be shredded.

Who can you speak to if you have questions or concerns?

If you have questions about your data, and what we do with it, please contact us by contacting the Data Administrator, on data@ccfb.org.uk

You also have the right to complain to the Information Commissioner's Office (ICO), the UK's independent regulator for data protection matters. Further information is available from the ICO at www.ico.org.uk or by calling 0303 123 1113.

What rights do you have?

You have a number of rights under Data Protection legislation:

1. 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.

2. 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.

3. 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. If this cannot be settled with the food bank you can complain to the Information Commissioner's Office.

4. 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.

5. Right to be forgotten

We promise to remove your data after six years of you leaving the food bank, or earlier if requested by you.

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

Our full Privacy Notice can be viewed at <https://cambridgecity.foodbank.org.uk/privacy>

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