

Main Base: Methodist Church,

Berry Lane Mill End WD3 7HJ

Tel:07716856892

Email:info@rickmansworth.foodbank.org.uk

Website:.rickmansworth.foodbank.org.uk

Data Privacy Statement for food bank staff

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 several ways.

1. **your application form to work for the foodbank**
this records your name, address, email address, phone number, if a DBS check was needed, and any unspent criminal convictions
2. **your terms and conditions of employment**
this holds things like your name, address, email address, phone numbers, emergency contact details, remuneration rate and pension arrangement

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.

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

How is your personal data kept safe?

Where data is held about you on printed documents (such as your application form), this is kept in a an alarmed building in locked off ice filing cabinet. The key is only available to team members.

Where data is held about you in computer files (such as your terms and conditions of employment), these are kept on a password protected computer.

What is your data used for?

Your data is only used for purposes directly relating to your volunteering particularly:

1. To contact you about your employment, if we need to
2. To contact the right person, if you have an accident or are taken ill when at work

Does the food bank 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 of the foodbank, we enter into a “contract” together. You undertake to fulfil your role; we undertake to properly look after you, other people, and our accounts. 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 trustees & team leader. We are as careful as possible to make sure no one else has access to your data system.

How long will your data be kept?

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

If you stop being a volunteer, non-financial data will be kept 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 these records will be destroyed, unless there is a reason why we are still in touch with you about your time as an employee.

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 secretary of Mill End Community Trust via email - secretary@millendcommunitytrust.org

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 one year 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.