



Data Privacy Statement for Foodbank Volunteers

Personal data

When you become a volunteer or an employee 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 initial contact information.** This will record your name and contact details when you contact us about becoming a volunteer.
- 2) **The application form** you completed to request to become a volunteer. This records your name, address, contact details, next of kin, emergency contacts, details of any health issues, availability, work experience or qualifications, whether you can drive, if a DBS check was needed, and any unspent criminal convictions.
- 3) **References** from organisations or individuals whom you have authorised to provide such information relevant to your work.
- 4) **Your vehicle registration details.** These details are retained in case you wish to make use of free local parking available through the food bank.

This is the only data the Foodbank will usually hold about you. We do not obtain 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 secure, locked filing cabinet at Chiltern Foodbank, 71 Broadway, Chesham.

Where data is held about you in computer files 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 to discuss volunteering opportunities
2. To contact you about your volunteering when we need to
3. To ensure you receive the appropriate medical care, if you are taken ill when volunteering
4. To contact the right person, if you have an accident or are taken ill when volunteering
5. To know that you have signed a confidentiality agreement, have been informed about health and safety, and/or have given permission to be photographed.

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.

When you become a volunteer of the Foodbank, 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. This is the lawful basis for holding your data.

Who can see your data?

The only people who have access to your data are the Coordinator, Volunteer Supervisors and Trustees. 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 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 a volunteer.

We may keep records of any grievance, dispute or accusation for up to six years.

The law requires us to keep any records relating to a safeguarding incident indefinitely.

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 Diane Rutter, Foodbank Coordinator, or John Shaw, trustee responsible for data protection.

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.

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.

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 in accordance with the earlier paragraph about how long your

data will be kept. You have a right for this to happen, because we don't need to keep your data any longer than this.

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