**Food For Thought Daventry**

**Privacy Notice**

Last updated: May 2024

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## 1. About this document

This Privacy Notice sets out how we protect and manage any personal identifiable information and/or data that is held as a result of any dealings you may have with the Larder in compliance with GDPR.

Personal information (which may also be called personal data), means any information about an individual from which that individual can be identified, whether directly or indirectly. It does not include data where personally identifying elements have been removed (anonymous data).

**Food For Thought Daventry ("FFTD") delivers membership-based access to healthy, discounted food to support our community in different localities. We also facilitate the sharing of surplus food locally, and provide a route for further support into our community from other groups and services.**

FFTD is committed to protecting data and respecting the privacy of any persons we deal with. This Privacy Notice explains what data we collect, why and what we do with it. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with our Data Protection Policy. We will never share any information you provide with any third parties unless we are under a legal obligation to do so.

Personal data such as name, address, email address, phone number, or financial data such as account number and sort code for direct debit donations, are kept password protected, on a secure server, electronically or in a securely held file if hard copy.

FFTD complies with legal, regulatory and professional obligations, and in-so-doing must retain certain records to demonstrate compliance with those obligations. Those records may contain personal data.

## 2. Security

FFTD is committed to ensuring that your data, including any personal identifiable information, is secure. To prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

## 3. Visitors to our website

When someone visits our website we may use a third-party service, eg Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the numbers of visitors to various parts of the site. This is to help us improve our website experience for you the user as well as the services we offer to the community. This information is processed in a way that does not identify anyone. If we do want to collect personally identifiable information through our website, we will be up front about this and clearly state what we will use it for. Visitors to the website will be given the option to opt-out of personally identifiable information being collected.

### 3.1 Use of cookies

Our website uses cookies, as almost all websites do, to help provide you with the best experience we can. Cookies are small text files that are placed on your computer or mobile phone when you browse websites. We do not use cookies to:

- Collect any personally identifiable information (without your express permission)
- Collect any sensitive information (without your express permission)
- Pass personally identifiable information to third parties

Google states:

*"Like many services, Google Analytics uses first-party cookies to report on visitor interactions. These cookies are used to store non-personally identifiable information, such as what time the current visit occurred, whether the visitor has been to the site before, and what site referred the visitor to the web page. Browsers do not share first-party cookies across domains."*

If you are not comfortable with cookies being used in this way, you can use your web browser's privacy features to disable them. If you don't disable them and continue to view the website, you are consenting to the use of cookies.

### 3.2 Links to other websites

Our website may contain links to other websites of interest. Please note that once you leave our website we have no control over other websites and cannot be held accountable for any aspect of data privacy and protection.

## 4. Social media

We use third party provider Facebook to manage our social media interactions and they all have their own privacy policies.

## 5. Volunteers

### 5.1 How we use volunteers' personal information.

FFTD is the data controller for all the information volunteers provide during the processes of recruitment and volunteering with us.

We will collect, store, and use the following categories of personal information about volunteers:

| Category | Data Collected | What we use it for |
|---|---|---|
| All Volunteers | Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses | To contact volunteers about volunteering and involvement with the Larder |
| All Volunteers | Ethnicity and religious information | To take into account when handling/cooking certain foods |

| | | |
|---|---|---|
| All Volunteers | Recruitment information | Making a decision about their recruitment as a volunteer. |
| Relevant Volunteers only | Bank details | To process expenses where relevant only. |
| Some volunteers | Identity checks and information about any criminal convictions and offences as part of the recruitment process. | To make a decision about their recruitment as a volunteer for the volunteer role they have applied for. |
| All volunteers | Date of birth | To understand and anticipate the Volunteer's needs to allow participation |
| Some volunteers | Performance information | To provide a reference if requested. |
| All volunteers | Emergency contact information | To contact someone in case of emergency. |
| All volunteers | Information about volunteers' health, including any medical condition | To comply with our health & safety obligations and enable any reasonable adjustments to be made. |
| Some volunteers | Photos and case studies | If you consent, we may use volunteers' images and stories to promote the work of the Larder in different communications e.g. e-newsletters, with local press or on social media posts. For long term volunteers' photos are used to produce photo ID cards. This does not apply to short term supporting volunteers. *See Photograph Consent* |
| All Volunteers | Training certificates | To evidence the Larder is complying with health and safety obligations. |

### 5.2 Information about criminal convictions

We will only collect information about criminal convictions where it is appropriate given the nature of a volunteering role and we are legally permitted to do so. If it is appropriate and legal, this information may be collected as part of the volunteer recruitment process or in the course of volunteering for us, but may also be provided

to us directly by you in the course of you volunteering for us. *See Equal Opportunities, Diversity and Inclusion Policy*

We will use information about criminal convictions and offences in the following ways:

- To determine, without discrimination, your suitability for the role;
- To continue to ensure you are still suitable for the role, including by means of continual screenings, where appropriate.

We collect and process information about criminal convictions for the above purposes relying on one or more of the following lawful grounds: with your consent; to comply with a legal obligation. Processing of information about criminal convictions will be in line with an appropriate policy and safeguards which we are required by law to maintain when processing such information.

### 5.3 Retention of volunteers' personal information

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal or reporting requirements.

If you are not successful in your application to volunteer with us, any recruitment documentation not required is confidentially destroyed and/or electronically deleted at the end of each piece of recruitment.

We will retain your personal information for up to 1 month after you have ceased volunteering with us.

## 6. Community Members

FFTD is the data controller for all the information our community members provide us during the membership application process.

We will collect, store, and use the following personal information for individual community members:

- All community members' full name, personal email address, address, postcode, telephone number to contact our members about their membership and involvement with the Larder – including the Annual General Meeting.
- We may ask for emergency contact information on a case by case basis, to enable safe attendance at the Larder
- We are required to report anonymised attendance figures and accurate information regarding the wider beneficiaries. The requirements on these are subject to change to satisfy funding bodies' assessment criteria. Whilst the data is held against the member record, the statistics are not traceable to individuals.

## 7. Partner and collaborator Contacts

FFTD processes personal data about contacts of existing and potential partners & collaborator contacts and/or any individuals associated with them through emails, by phone or electronic calendar invites. We process this personal data solely for the purposes of our operations and on the basis that it is in our legitimate interests to do so (i.e. to ensure that we can manage our relationship with our partners). This information will be retained securely for as long as necessary for the purposes set out for that business contract.

Personal Data, such as emails or phone numbers, will never be given or shared with 3rd parties without express permission and only then will it be given if there is a partnership working case for doing so.

### 8. Photos and video footage

Sometimes photos or videos taken at the Larders will include members of the public participating in our actions and events. We do our best to ensure that anyone who would rather not be photographed or filmed is not included in the footage, and where feasible will ask for explicit permission.

### 9. Your rights with regards to Personal Information

You may request details of personal information which we hold about you by emailing us. Email: fftdaventry@gmail.com**.** If you believe that any information we are holding on you is incorrect or incomplete, please email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

You also have the following rights in relation to your personal data:

- A right to ask us to erase personal data in some circumstances.
- A right to ask for an electronic copy of some personal data to transfer it to another data controller.
- A right to object to the processing of your personal data where we process it on the basis of our legitimate interests.
- A right to ask us to restrict the processing of your personal data in some circumstances.
- A right to ask us to erase your personal data in some circumstances.
- A right to opt out of direct marketing.

### 10. Sharing of Personal Information

The admin team for the Larders will have access to systems that hold your data, which they access to deliver the Larder services.

Specific volunteers may receive information - such as your address - for the purposes of delivering a Larder's service - for example, delivering your food order.

A Larder's volunteers may be asked to handle your data during interactions with funding organisations - for example, making the online applications for Household Support Fund Shopping Vouchers. You will have given specific permission in these instances.

We may be required to share your personal data with third parties in some circumstances. These could include:

- third party service providers, such as IT suppliers, hosting providers and web developers, for the purposes of allowing them to perform their services for us;
- law enforcement agencies, regulators and government bodies where required and where permitted by laws.
- Our Duty of Care may require contact with outside agencies in regards to our Health & Safety Responsibilities, which includes Safeguarding (See Policy).

Apart from this, we will not share your information without your consent.

### 11. Questions and complaints

Contact us:

If you have any questions about the processing of your personal data, please get in touch. Contact us Email: FFTDaventry@gmail.com

If you are not happy with how we have processed your personal data, you have the right to complain to the Information Commissioner's Office. Please see www.ico.org.uk for more information on how to do this.

FFTD may change this Privacy Notice or the Data Protection Policy from time to time and update this document and any online versions as required.