

MELSHAM FOODBANK AND LIFELINE CIO

CHARITY NUMBER 1212842

DATA PROTECTION SUMMARY

This document is a summary only; please see the full data protection policy for further details

What personal information do you hold? We only hold information that we need. We keep this data to help us comply with legislation and carry out our aims as a Foodbank. The information we keep may include the following;

- Name
- Address
- Contact details
- Bank/Building Society details
- Medical details (e.g. food allergens)
- Personal information for DBS Clearance purposes

How is this information held? It may be held electronically and/or on paper. The information you give us will be held securely and as set out in UK law. It will only be used by the Foodbank staff who need it for their work at Melksham Foodbank.

Why do we hold personal information? We hold this type of information for different reasons, depending on your relationship with us. These reasons include (but are not limited to) allowing us to:

Communicate with you; issue food parcels; fundraise; process donations; recruit volunteers; audit and generate statistics; comply with legal obligations; process complaints.

How long do you keep personal information for? We try to keep this information only as long as it is needed. It will be deleted/destroyed securely when we no longer need to keep it.

What rights do I have about my personal information held by Melksham Foodbank? Your rights include;

Asking for a copy of your personal data held; withdrawing your agreement for us to hold this data; asking for any data mistakes to be corrected; having us limit the processing of any of your data; asking us to delete your personal information when there is no good reason for us to carry on holding it.

These rights may be limited sometimes, for example if we can show we have a legal need to process your personal information.

Where can I get more information about this? More information is in Melksham Foodbank and Lifeline CIO's Data Protection Policy – please ask the Foodbank manager for a copy, or ask them any questions, or email melkshamfoodbank@gmail.com The person responsible for data protection at Melksham Foodbank and Lifeline CIO is Joan Boorer, (Trustee).