

# DATA PRIVACY NOTICE

## Hambleton FoodShare

### 1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

### 2. Who are we?

The Trustees of Hambleton FoodShare (HFS) are the data controller (contact details below). This means they decide how your personal data is processed and for what purposes.

### 3. How do we process your personal data?

The HFS Trustees comply with their obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution
- To fundraise and promote the interests of the charity
- To manage our employees and volunteers
- To maintain our own accounts and records (including the processing of gift aid applications)
- To inform you of news, events, activities and services run by HFS

### 4. What is the legal basis for processing your personal data?

Explicit consent of the data subject so that we can provide a service to customers and keep volunteers and supporters informed about news, events, activities, and process gift aid donations.

### 5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of HFS in order to carry out a service to HFS customers, or for purposes connected with HFS. We will only share your data with third parties outside of HFS with your consent.

### 6. How long do we keep your personal data

We keep your data for no longer than is reasonably necessary. Customer records are archived after 1 year but kept for a further two years. Records of employees and volunteers are kept for 6 years after they cease working for HFS. We retain gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate.

## 7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you (the data subject) have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the HFS Trustees hold about you
- The right to request that the HFS Trustees correct any personal data if it is found to be inaccurate or out of date
- The right to request your personal data is erased where it is no longer necessary for the HFS Trustees to retain such data
- The right to withdraw your consent to the processing at any time
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- The right to object to the processing of personal data
- The right to lodge a complaint with the Information Commissioner's Office.

## 8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use before beginning the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## 9. Contact Details

To exercise all relevant rights, queries or complaints, please in the first instance contact the Secretary to the Trustees, Hambleton FoodShare, c/o Broadacres House, Mount View, Standard Way, Northallerton, North Yorkshire DL6 2YD (01609 767964)

You can contact the Information Commissioner's Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

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## Definitions for your information

**Personal data** is information about a living individual which is capable of identifying that individual.

**Processing** is anything done with/to personal data, including storing it.

The **data subject** is the person about whom personal data are processed.

The **data controller** is the person or organisation who determines the how and what of data processing