

Beacon Food Bank Privacy Policy

Beacon Food Bank is a project of Beacon Church Havant, which is a data controller registered with the UK Information Commissioner's Office registration number Z9718357.

Keeping your personal information safe is very important to us. We are committed to complying with privacy and data protection laws and being transparent about how we use personal data.

Our contact details

Name: Beacon Food Bank

Address: 69-73 Meridian Centre, HAVANT, Hants PO9 1UN

Phone Number: 07718 424618

E-mail: foodbank@beaconchurchhavant.org.uk

Website: www.beaconchurchhavant.org.uk/beacon-food-bank

The type of personal information we collect

We currently collect and process the following personal information.

On clients referred for emergency food support:

- Client Name
- Area in Borough
- Special Dietary Requirements
- Reason for Referral
- Number/Age of Children
- Referrer's Name/Agency

On donors registering for Gift Aid on their donations:

- Donor Name and Address
- Amounts given by date

On our volunteers:

- Volunteer Name and Contact Details
- Specific health issues affecting work

How we get the personal information and why we have it

We collect personal information directly from our volunteers and Gift Aid donors.

We also collect personal information on our clients provided to us by other agencies.

We use the information to enable us to prepare appropriate food hampers for the client and their family, and to ensure our policies on repeat provision of hampers is applied.

We do not share this information with other organisations, or individuals outside our staff; except for Gift Aid donation information which is provided to HMRC for the purpose of reclaiming tax for the charity.

Anonymised client information is used to produce annual summaries of the activity of our Food Bank which are published.

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information is that:

- **we have a legitimate interest** (clients)
- **we have a legal obligation** (volunteers)
- **we have your consent** (Gift Aid donors)

How we store your personal information

Your information is securely stored on forms in a locked cabinet in our office. Client information is also summarised on a password-locked spreadsheet on our computer system.

We keep client referral information for a maximum of 18 months. We will then dispose of your information by shredding the referral forms and deleting the computer file(s).

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we will respond to you within one month.

Please contact us at foodbank@beaconchurchhavant.org.uk, or at our office address above, if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at foodbank@beaconchurchhavant.org.uk, or at our office address above.

You can also complain to the Information Commissioner's Office if you are unhappy with how we have used your data:

Address: ICO, Wycliffe House, Water Lane, WILMSLOW,
Cheshire SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk>