

## Foodbank at St. Matthew's Redhill - Volunteer Data Processing

Last revised: 10 November 2025

- [1] Foodbank at St. Matthew's Redhill (the 'Foodbank', 'our', 'us', 'we') is a foodbank. We can be contacted as follows in relation to any data processing enquiries.
- Foodbank at St. Matthew's Redhill, 71 Station Road, Redhill, Surrey, RH1 1DL
  - 07849 253085
  - [admin@redhillfoodbank.org.uk](mailto:admin@redhillfoodbank.org.uk)
- [2] We process personal information to enable us to provide local families and individuals (clients) with essential food supplies to keep them going until a longer-term solution is found. This is our legitimate interest for doing so.
- [3] We may process any of the following personal information of our Volunteers (usually provided to us by the Volunteers directly):
- name,
  - address,
  - telephone number,
  - e-mail address,
  - if provided, copy of DBS clearance,
  - risk scores (as applicable),
  - activities for which willing to volunteer,
  - photos.
- [4] We will keep your personal information for a period after you stop volunteering at the Foodbank, in case you start volunteering again. We will also keep your information in historical documents such as rotas and newsletters.
- [5] Your personal information is kept safely in locked units (where it is in hard copy) and on secure drives (where it is kept electronically).
- [6] In addition, we have a Facebook page and this page processes personal information in line with Facebook policies.
- [6] We will not share personal information except as required to enable its legitimate processing.
- [7] Volunteers have the following rights in relation to the personal information held by the Foodbank.
- You have the right to ask us for copies of your personal information.
  - You have the right to ask us to rectify personal information you think is wrong.
  - You have the right to ask us to complete information you think is incomplete.
  - You have the right to ask us to erase your personal information in certain circumstances.
  - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
  - You have the right to object to the processing of your personal information in certain circumstances.
  - You have the right to ask that we transfer the personal information you gave us to another organisation, or you, in certain circumstances.
  - You are not required to pay any charge for exercising your rights.
  - If you make a request, we have one month to respond to you.
- [8] If you have any concerns about our use of your personal information, you can make a complaint to us.
- [9] You can also complain to the ICO if you are unhappy with how we have used your personal information.
- Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
  - Helpline 0303 123 1113 / Website [www.ico.org.uk](http://www.ico.org.uk)
- [10] This policy is reviewed annually.