

Donor Data Processing by Foodbank at St. Matthew's Redhill

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
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 donors:
 - Name
 - Address
 - Telephone number
 - Email address
 - Organisation name (where applicable)
 - Details of donation (date, type, amount)
 - Gift Aid declaration
 - Photos

This data is usually provided to us by the donor directly.

4. If you donate money, we will keep your personal information for a period after you donate to the Foodbank for accounting and audit reasons. We will keep anonymised data for statistical/analysis purposes.

If you donate food, we may keep your personal information in relevant publicity (e.g. Facebook, newsletters). We may also keep anonymised data for statistical/analysis purposes.

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).

In addition, we have a Facebook page and this page processes data in line with Facebook policies.

6. We will share a donor's personal information with HM Revenue & Customs where a Gift Aid declaration has been completed.

We will not share personal information except as required to enable its legitimate processing.

7. Donors have the following rights in relation to the personal information held by the Foodbank:
 - (a) You have the right to ask us for copies of your personal information.
 - (b) You have the right to ask us to rectify personal information you think is wrong. You also have the right to ask us to complete information you think is incomplete.
 - (c) You have the right to ask us to erase your personal information in certain circumstances.
 - (d) You have the right to ask us to restrict the processing of your personal information in certain circumstances.
 - (e) You have the right to object to the processing of your personal information in certain circumstances.
 - (f) 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.

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 number: 0303 123 1113
ICO website: www.ico.org.uk

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