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Data Privacy Statement for Fairbite Members

Personal data

When you are a member of Fairbite, the foodbank will keep some data about you. This is “personal data”, because it is about you as a particular person, and it can be linked to you.

What personal data do we hold?

Fairbite is an initiative of the Cambridge City Foodbank. All systems, volunteers and staff are part of the Cambridge City Foodbank. The Foodbank will keep the data that is on your Fairbite application form. That means we will keep your name, address, phone number, email address, and the number of adults and children in your household. We will also keep a record of who referred you for membership.

We will take a photograph of you and store it on your record. We will record each visit when you come into the shop. We will also record details of any proxy who may shop on your behalf. If we can give you extra help, there may be information about your financial circumstance we ask you to provide and which we will store.

How is your personal data kept safe?

Your data is kept in a secure database. This can only be accessed with a login and password. All our volunteers and staff have to sign a confidentiality agreement. We are careful to make sure no one else can log into the data system.

Your paper application form is kept in a locked filing cabinet. Only authorised Foodbank personnel have access to this.

What is your data used for?

We use your data for the following:

1. We need to be able to confirm that you are in genuine need of the support Fairbite offers
2. We need to be able to check that you are a current member of Fairbite.

Does the foodbank have a right to your data?

Under Data Protection legislation, the foodbank needs to have a “lawful basis” for keeping your data, and for using it. There are several types of “lawful basis”. One of them is called “performance of contract”.

The foodbank needs to ensure that only valid members can use the shop. As a member, you agree to abide by the terms of your membership and we agree to provide you with the facilities of the shop.

Who can see your data?

Your data can be seen by authorised people from Cambridge City Foodbank who have been given a login and password for the data system.

Sharing your data

If we have questions about your membership, we may contact the agency who originally referred you. If you have asked for extra help, we may share your contact details with our Citizens Advice associate under an agreement of confidentiality. We will not share your data with any other third party, unless there is a legal requirement for us to do so.

We will never sell your data to any other bodies.

How long will your data be kept?

Your personal data is kept for one year after the financial year in which you stop being a member of Fairbite. After that your name and address are removed from the data system and your application form will be shredded.

Who can you speak to if you have questions?

If you have questions about your data, and what we do with it, you should contact the foodbank data controller, Margaret Saner. Email: info@ccfb.org.uk. Phone: 07772 538628.

What rights do you have?

You have a number of rights under Data Protection legislation:

1. **Right to be know what data we hold**

You have a right to know what personal data we hold about you.

This Data Privacy Statement describes the data that we will hold. But you can ask if we have any other data about you which is not covered by this Data Privacy Statement.

2. **Right to have a copy of the data we hold**

You can ask for a copy of the data we hold about you. This is called a “subject access request”.

If you make a “subject access request”, we will give you a copy of all the data we hold about you.

We will do this within one month. If it helps, we will give you the data in a computer file.

3. **Right to object**

You can object if you think we are using your data in the wrong way.

You can also object if you think we don’t have “lawful grounds” for using your data.

We will give you a statement explaining why we use your data and explaining the “lawful grounds”.

If you are still not happy, you can complain to the Information Commissioner’s Office.

If we find we are using your data in the wrong way, we will stop immediately and stop it happening again.

4. **Right to have your data corrected**

If you think there is a mistake in your data, please tell us. You have a right to have it corrected.

We may need to check what is the correct data, but will put right any mistakes as soon as possible.

5. **Right to be forgotten**

We promise to remove your data one year after the financial year in which you leave Fairbite. You have a right for this to happen, because we don’t need to keep your data any longer.

Finally, if anything happened to your data that could be a risk to you, we will try our best to tell you.