

Example only – not an operational document

Food4Macc Privacy Policy

(no longer operational)

Signed on behalf of:

.....

Name:

Date:

Issue Number	Date issued	Revision / change

F4M Privacy Policy

1. Introduction

This policy describes how we, Food4Macc (F4M) as a data controller, process and use the personal data we collect from you, our members, volunteers and those who have expressed an interest in F4M.

2. What data do we hold?

The only personal data we hold in our records is that which you have provided to us. This may include one or more of the following:

- Name
- Email address
- Eligible for Gift Aid (Y/N) – **members only**
- Home address, telephone number, emergency contact (name and telephone number) and details of any relevant disability, allergy or special needs – **volunteers only**

3. How do we use your data?

We use your data for the following purposes only:

- For the legitimate interest in administrating our membership and volunteer records, including, for the former, the accounting for and processing of membership fees

Example only – not an operational document

- We hold details, provided you give us consent to do so, of any relevant disability, allergy or special needs you may have given us so that we are aware, for planning purposes, of any limitations you may have in carrying out voluntary activities for us
- Sending you occasional emails about F4M activities and related topics, provided we have your consent to do so

We will not share your data with any 3rd parties, unless required to do so for purposes required by law or by tax authorities (e.g. for claiming Gift Aid).

Your data may be shared with F4M Management Committee members and F4M Project Managers on a need-to-know basis and where necessary for carrying out F4M activities.

4. How do we protect your data?

Your name and email address is held in a password-protected Gmail account for the purpose of sending you occasional emails.

Your data relating to your F4M membership is held in a secure file and folder. The file is only accessible to the F4M Committee members involved in managing membership records.

If you are a F4M volunteer (you may or may not be a member) your data is held in a secure file and folder. The file is only accessible to the F4M Committee members involved in managing records of volunteers. Your personal data will be made available to the F4M Project Managers for the projects you might work on.

5. Your rights

If you no longer wish to receive occasional emails from us at any time in the future, then please send us an email with the word 'Unsubscribe' in the subject line, we will delete your name and email address from our mailing list within seven days.

If for any reason your F4M membership is cancelled or not renewed within six months of your most recent membership expiring, then we will delete from our membership records your email address within a further seven days and then delete your name and Gift Aid status after at most five years.

If for any reason you inform us that you no longer wish to be registered as a F4M volunteer or you have not undertaken any voluntary work for us for at least two years or more, then we will delete from our volunteer records all your personal data, except your name and any details you provided about any relevant disability, allergy or special needs, within seven days of notification; your remaining data will be deleted after at most five years.

You have the right to ask us for a copy of your personal data that we hold and to ask us to correct or delete it. Please contact us at to do so.

These rights may be limited, for example if you ask us to delete information that we are required by law to keep or have compelling legitimate interests in keeping.