



Witney Food Revolution Privacy Policy

Our contact details

Name: Witney Food Revolution (Community Fridge & Community Larder)

E-mail: info@witneyfoodrevolution.com

Date of this Privacy Notice: 1st June 2021

At Witney Food Revolution we take the security and privacy of our data very seriously.

The type of personal information we collect and why

Most of the personal information we process is provided to us directly. We also receive personal information indirectly, in certain scenarios as described below:

Individual	Source	Information	Purpose
Larder Members	Third Party via SOFEA & Sheep CRM	Name, address, active membership type, email, phone number, areas of interest	Monitor attendance at the Community Larder, contact you about your membership of the Larder or services offered by the Larder in areas where you have expressed an interest.
Website Visitors	Our website	Standard internet log information and visitor behaviour patterns	<p>We use a third-party service – Google Analytics – to monitor visitor traffic on our website and conduct analysis on the performance of our website so that we can improve the user experience and the services we offer.</p> <p>Our website uses cookies (small text files that are placed on your device when you browse websites). We do not use this data to identify you, collect any sensitive information or pass information over to third parties.</p> <p>Our website may contain links to third party websites of interest. Once you leave our website we have no control over other websites and cannot be held</p>

			accountable for any aspect of data privacy and protection
People who email us directly or via our website	Our website/direct	Your name and email address or contact information	So we can correspond with you to meet your request or provide further information. We will not use your information for marketing purposes.
Community Fridge or Larder Members	Directly or via SOFEA or other third party support organisations	Information about support needs or any reasonable adjustments necessary	To ensure provision is in place at the appropriate time to enable you to utilise our services. Where we have your express consent, we may pass details over to third parties who can provide you with additional support such as the District Council.
Prospective Volunteers	Direct	Name, email address or other contact information and any information you provide relevant to a volunteering role	To correspond with you about volunteering opportunities as and when they arise and arrange volunteer training.
Active volunteers	Direct & use of 3 rings volunteer database	Personal contact details including name, address, phone number and email. Emergency contact details, date of birth, certificates relevant to role. For safeguarding roles, information about any criminal convictions or cautions relating to children and young people. Information about your health and support needs. Bank details (if needed)	To be able to contact you about your volunteering role, enable you to sign up to and participate in volunteering activities, contact next of kin in an emergency, ensure appropriate safeguarding arrangements are in place and make suitability assessments or understand what additional provision needs to be made to support you in your role and comply with Health & Safety obligations. Bank details to process expenses
Suppliers, partners and collaborators	Direct	Contact names and addresses, emails, phone numbers. These include	We hold information as necessary to conduct our not for profit activities on a legitimate interest basis. Personal data will not be shared without

		contractors and subcontractors	express permission.
Volunteers & Witney Food Revolution visitors	Direct	Photographs/video footage	If you consent, we may use images or stories to promote our work on social media, the local press and in different communications. We may also use photographs to support funding applications. Sometimes this may include (in the background) individuals participating in our events. We will do our best to ensure that anyone who would rather not be included is excluded.
Witney Food Revolution CAG Members	Direct	Name, personal email, address and postcode	To contact you about your membership and involvement with the Witney Food Revolution, including the Annual General Meeting

Sharing personal information

We will share your personal information with third parties where required by law, where it is necessary to administer our relationship with you, where we have any other legitimate interest in doing so or you have specifically provided your consent.

We may disclose aggregate statistics about members, visitors and supporters to describe our services and operations to prospective partners, advertisers, funders, other reputable third parties and for other lawful purposes. These statistics do not include information that identifies people.

Lawful basis for processing personal information

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

Legitimate Interest

We have a legitimate interest to do so in support of the objectives of the Witney Food Revolution. When processing your personal information based on a legitimate interest, we will make sure that it is exercised proportionately and is always balanced against the privacy and other legal rights you have as an individual.

Your consent

You provide your consent for us to process the information. You are able to remove your consent at any time. You can do this by contacting the email address above.

Vital interest

To protect your vital interests or those of someone else in an emergency.

Legal

We have a need to use such information in connection with a legal claim.

How we protect your Personal Information

Electronic data and databases that contain personal information about members and volunteers are stored on encrypted secure computer systems and we manage who has access to that data (using both physical and electronic means).

All hard copy records and data are limited, minimised and held in access restricted storage.

How we store personal information

The Witney Food Revolution is based in the UK. Wherever possible we store our information about members and volunteers in the UK or within the European Union (EU).

We only use and store your information for as long as it is required for the purpose it was collected for. We continually review what personal information and records we hold and delete what is no longer required.

Your Rights

We want to make sure that you are able to make informed choice about how we use your personal information and to do so you must understand your data protection rights:

- The right of access to your personal information. You can request the personal information we hold by making a subject access request to the email provided above.
- The right to have your personal information we no longer need erased from our records.
- The right to have inaccurate personal information amended
- The right to ask us to stop using your personal information in certain situations.
- The right to object to your information being used for marketing or profiling.
- A right in certain circumstances to have a copy of your personal information provided for reuse in another service.

If you would like further details or would like to exercise any of your rights, please email us at the address provided. We reserve the right to ask for further information to verify your identity when we receive such a request.

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.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at the email address above.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>