



Dunstable Foodbank
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Data Privacy Statement for Foodbank Employees, prospective Employees and Contractors

Personal data

When you become an employee/contractor or a prospective employee/contractor with Dunstable Foodbank, 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?

The foodbank will keep personal data about you on up to two documents:

1) Your **initial contact information**

This will record your name and contact details when you make contact with us about applying for a role

2) The **application form** you filled in with relation to the role applied for

This records your name, address, contact details, next of kin, emergency contact, notes on health issues, availability, work experience or qualifications, if a DBS check was needed, and unspent criminal convictions

3) Any **invoices (Contractors)** you submit and **remuneration details (Employees)**.

These record your bank details.

This is the only data the foodbank will usually hold about you. We do not get data about you in any other way.

How is your personal data kept safe?

Paper records are destroyed once the data is stored electronically on our online system.

Electronic data is kept on password protected computers.

What is your data used for?

Your data is only used for purposes directly relating to your work with the Foodbank, particularly:

1. To contact you about your role
2. To contact the right person, if you have an accident or are taken ill when working
3. To know that you have signed a confidentiality agreement, have been told about health and safety, and/or have given permission to be photographed
4. To ensure that you are paid for the services that you provide

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 a contract”.

When you become an employee/contractor with us, you enter into a “contract” (or agreement) with the foodbank. You undertake to play your part in the role you have been contracted for; we undertake to look

after you, and other people, properly. To do this, we need to hold data about you. That is why the lawful basis for holding your data is “performance of a contract”.

Who can see your data?

The only people who have access to your data are the Operations Manager and the Board of Trustees. We are as careful as possible to make sure that only those who require your data for their role within our Foodbank have access to it.

How long will your data be kept?

While you are an employee/contractor, your data is kept for as long as you are a contractor at the foodbank. If you stop being an employee/contractor, we will keep your data for a further year. This is so that we can contact you, if we need to ask you any questions about your time with us. It also helps us if you ask us for a reference, because you are applying for a job or another position.

After a year, your records will be destroyed, unless there is a reason why we still need to be in touch with you about your time with us.

We may keep records of any grievance, dispute or accusation for up to six years.

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 Operations Manager on opsmgr@dunstablefoodbank.org.uk or 07874 200056.

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 after six years. You have a right for this to happen, because we don’t need to keep your data any longer than six years.

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