



DATA MANAGEMENT POLICY

Introduction

Okehampton Food Bank needs to gather and use certain information about individuals. This can include clients, contacts, employees and other people the organisation has a relationship with or may need to contact.

This policy describes how this personal data must be collected, handled and stored to meet the organisation's data protection standards and to comply with the law.

This data management policy ensures That Okehampton Foodbank complies with data protection laws and follows good practices: protects the rights of families, staff, volunteers and partners and is transparent about how it stores and processes individuals' data and protects itself from the risks of a data breach.

Data protection law

The UK General Data Protection Regulation (GDPR) and the Data Protection Act 1998 applies in the UK. It outlines that personal data must be:

- Processed lawfully
- fairly and in
- a transparent manner in relation to individuals

Key terms:

Processing

This means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

Collected

This means collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes. Further processing for archiving purposes in the public interest, scientific or historical research or statistical purposes shall not be considered to be incompatible with the initial purposes.

Adequate

The data must be relevant and limited to what's necessary in relation to the purposes for which they're processed.

Accurate

Accurate and, where necessary, kept up to date.

Protected

Every reasonable step must be taken to ensure that personal data that's inaccurate, having regard to the purposes for which they're processed, is erased or rectified without delay.

Kept in a form that permits identification of data subjects for no longer than is necessary, and for the purposes for which the personal data is processed (personal).

Stored for longer periods. For example, the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes. This will also be subject to implementation of the appropriate technical and organisational measures required by UK GDPR in order to safeguard the rights and freedoms of individuals.

Processed in a manner that ensures appropriate security of personal data. This includes protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Managed by a controller responsible for, and be able to demonstrate, compliance with the principles.

People and responsibilities

Everyone at Okehampton Foodbank contributes to compliance with UK GDPR. Key decision-makers must understand the requirements and accountability of the organisation to prioritise and support the implementation of compliance.

The Coordinator: documenting, maintaining and developing the organisation's data protection policy and related procedures, every two years unless new legislation is issued.

Embedding ongoing privacy measures into policies and day-to-day activities, throughout the organisation. The policies themselves will stand as proof of compliance.

Sharing the policy within the organisation.

Data Protection Officer (DPO), the person responsible for fulfilling the tasks of the DPO in respect of Okehampton Foodbank, is Malcolm Hamilton (Coordinator).

The minimum tasks of the DPO are to:

1. inform and advise the organisation and its staff about their obligations to comply with UK GDPR and other data protection laws.
2. be the first point of contact for authorities and for individuals whose data is processed (employees, volunteers and clients).
3. Ensure no personal data is processed without written consent.
4. Ensure that all data is kept within Okehampton Foodbank. No information will be given to third parties without the written consent of the data subject.

Scope of personal information to be processed

The scope of the data recorded and processed:

- names of individual,
- postal addresses
- telephone numbers
- dietary requirements and,
- allergen susceptible
- Next of kin (volunteers only)
- Details of any sensitive special categories of personal information that Okehampton Foodbank must process.

Uses and conditions for processing

Okehampton Food Bank processes data solely for running the food bank efficiently. Data collected, and sent to us by one of our referral agencies asks basic questions to ensure we are helping the right person. The intended purpose of that processing involves printing a hard copy of the referral form which is kept for the duration of the family's referral to us. Before sending referral forms to us by e-mail consent to the transfer is always sought.

We can demonstrate and describe how we have reviewed our processes and systems to make sure that consent is freely and unambiguously given for specific purposes.

Data Sharing

We do not share an individual's data with anyone, without their express consent in writing.

Security measures

All data is kept secure. Hard copies in a safe, digital copy remain on the Microsoft Outlook e-mail server.

Subject access requests

All individuals who are the subject of data held by our organisation are entitled to:

1. ask what information the foodbank holds about them and why.
2. ask how to gain access to it
3. be informed how to keep it up to date
4. be informed how we are meeting our data protection obligations
5. Okehampton Foodbank will on the receipt of the subject access request make necessary searches as soon as practicable and within 28 days. The subject of the request will be informed by e-mail

The right to be forgotten

When a subject has been subscribed to Okehampton Foodbank, data records are processed. When the subject of the data no longer needs to use our services, physical referral forms are destroyed two calendar months from their receipt. E-mail correspondence is kept for three months from receipt and then deleted from the server. No other records are kept.

Privacy notices

Okehampton Foodbank aims to ensure that individuals are aware that their data is being processed, and that they understand:

- who is processing their data
- what data is involved
- the purpose for processing that data
- the outcomes of data processing
- how to exercise their rights

Okehampton Foodbank has a privacy and confidentiality statement for more information
contact

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