



Canalside Community Food

a community supported agriculture scheme

Data Protection Policy and Privacy Notice

The purpose of this policy is to ensure that Canalside Community Food manage Personal Data in compliance with the United Kingdom General Data Protection Regulations (UK GDPR) and the Data Protection Act 2018.

Data Protection Principles:

Canalside Community Food is a 'not for profit' Organisation and fits the criteria of not being required to register with the Information Commissioners Office.

Canalside Community Food will comply with the Data Protection requirements, as outlined below:

- 1. Personal data shall be processed fairly and lawfully and transparently in compliance with the regulatory requirements.**
- 2. Personal data shall be obtained for specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.**
- 3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.**
- 4. Personal data shall be accurate and, where necessary, kept up to date.**
- 5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.**
- 6. Personal data shall be processed in accordance with the rights of data subjects under this Act.**
- 7. Ensure appropriate measures are in place to protect against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.**
- 8. Personal data shall not be transferred away from Canalside Community Food.**

Personal Data

Personal Data is any information relating to an identifiable person who can be directly or indirectly identified by that data.

Processing Personal Data:

Canalside Community Food lawfully holds personal data on individuals, including members, workers and associates, with their consent and for the legitimate interests of Canalside Community food.

The personal data is held as a necessary requirement for the effective functioning of this community Organisation.

Sensitive Personal Data:

Sensitive Personal Data relates to information such as gender, race, religion, sexual orientation, criminal convictions and medical information. There may be occasions, such as an individual's employment, where Canalside Community Food needs to process sensitive personal information; this will only be completed with the consent of the data subject and for the legitimate interests of the effective and safe functioning of the scheme.

Photographs:

As would be reasonably expected of a community membership scheme, photographs will be taken for internal and external publicity purposes. Photographs will only be taken, on behalf of Canalside Community Food, with the knowledge of the subjects photographed. Canalside will only use a first name against a subject's image, unless explicit consent is given to using a full name. No photographs of children will be taken without the consent of their accompanying adult.

Any individual, at any time, can request that they do not appear in a photograph, that a photograph is not used, or that no name is linked to the photograph.

Accuracy of Data

Canalside Community Food will endeavour to ensure that all personal data held is accurate. Data subjects must notify Canalside of any changes to their personal Data to ensure that data records are kept as accurate as possible.

Security of Data

Canalside Community Food manages the data required for the effective functioning of the scheme both physically and online.

An information asset register and risk assessment is completed and subject to review to ensure that effective and proportionate security measures are in place to adequately protect all the personal data held, and to minimise the risk of a data breach. Any future activity relating to data will be designed to protect data by default.

Retention of Data

Personal data will be held for no longer than is absolutely necessary for Canalside Community Food to function effectively, and to meet the legal and statutory obligations placed upon it.

Destruction of Data

All personal data held by Canalside is subject of regular review and will be destroyed when the requirement to hold it is no longer fulfilled. The data will be destroyed in a secure manner.

Data Breach

In the event of an identified or suspected breach of personal Data held by Canalside Community food, either accidental or unlawful, the response plan detailed at Appendix 1 of this policy will be followed.

The primary objective following a data breach will be to minimise any potential impact to individuals as a result.

Responsibility

Canalside is a community based not for profit organisation. It is the responsibility of everyone connected to Canalside to respect and protect the personal data and privacy of others.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

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.

Please contact us at mail@canalsidecommunityfood.org.uk if you wish to make a request.

Additional Information:

How to complain

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

You can also complain to the Information Commissioner's Office [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>

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