



The Real Junk Food Project Central CIC

Data Privacy Notice

The purpose of this document is to give public notice of measures taken by The Real Junk Food Project Central CIC (hereby referred to as “the Company”) to comply with the General Data Protection Regulations (hereby referred to as the “GDPR”).

1) What is personal data?

Personal data is information about a living person who could be identified from that data. Identification can be by the information alone, or in conjunction with other information held by the data controller. The processing of personal data is governed by the “GDPR”.

2) Who are we?

The Board of Directors of The Real Junk Food Project Central CIC is the data controller. You can find our contact details at the end of this Data Privacy Notice. As the data controller, The Board of Directors decides how personal data is processed and for what purposes.

3) How do we process your personal data?

The Board of Directors of The Real Junk Food Project Central CIC complies with its obligations under the “GDPR” by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure; and by ensuring that appropriate technical measures are in place to protect personal data.

We process personal data for the following purposes:

- To enable us to provide a voluntary service for the benefit of the public;
- To manage our employees and volunteers;
- To maintain our own accounts and records;
- To inform our employees and volunteers of news, events, activities and services operated by the Company.

4) What is the legal basis for processing your personal data?

- Consent; employees and volunteers have given explicit consent to process their personal data so that the Company can keep them informed about news, events, activities and services operated by the Company.
- Legal obligation; the Company is required by law to collect and retain information concerning employment, health and safety, safeguarding and other relevant matters.
- Legitimate interest; that processing of personal data is carried out by a not-for-profit body, relates only to current employees and volunteers and is not disclosed to any third party without explicit consent of the individual concerned.

5) Do you share my personal data?

Your personal data will be treated as strictly confidential and will only be shared with other employees and volunteers of the Company when it is deemed necessary to do so in order to conduct the operations of the Company. We will only share your data with third parties with your explicit consent.

6) How long do we keep your personal data?

We keep personal data throughout the duration of an employee or volunteers' time with the Company, and for up to six months after they leave.

7) What are your rights concerning your personal data?

Unless subject to an exemption under the "GDPR", you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the Board of Directors holds about you;
- The right to request that the Board of Directors corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the Board of Directors to retain such data;
- The right to withdraw your consent to the processing of personal data at any time;
- The right to request that the Board of Directors provide the data subject with her/his personal data and, where possible, to transmit that data directly to another data controller (this is known as the right to data portability, and only applies where the processing of personal data is based on consent or is necessary for the performance of a contract with the data subject).
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of your personal data (this only applies where processing is based on legitimate interests, directing marketing and processing for the purposes of research and statistics);
- The right to lodge a complaint with the Information Commissioners Office.

8) What will happen if you want to use my personal data for anything else?

If the Board of Directors wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, we will provide you with a new notice explaining this new use prior to commencing the processing, setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9) Who can I contact for more information?

To exercise all relevant rights, queries or complaints, please in the first instance contact the Board of Directors of The Real junk Food Project Central:

Email info@trjfpcentral.co.uk
Phone 0121 728 8484
Post 34 Croydon Road, Caterham, Surrey, CR3 6QB.

You can also contact the Information Commissioners Office:

Email casework@ico.org.uk
Phone 0303 123 1113
Post Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

This Privacy Notice will be reviewed six months from the date of approval. The next review of this policy shall be conducted and approved no later than **Wednesday 29th of May 2019**.

Version 1 of the Privacy Notice was reviewed and reapproved by the Board of Directors on **Wednesday 21st of November 2018**.