



# Godalming & Villages Community Store

providing food and household supplies for those in need

## GDPR Policy

Godalming and Villages Community Store is committed to respecting your privacy and to complying with applicable data protection and privacy laws. We have provided this Policy to help you understand how we collect, use and protect your personal data when you provide it to us. Our use of any personal data you provide to us is governed by the General Data Protection Regulation (GDPR) which has replaced the Data Protection Act.

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in our possession or likely to come into our possession. Personal data includes name, address, birth date, email address, and more sensitive information such as medical information or financial data such as bank details.

The GDPR specifies that personal data:

- Will be processed lawfully, fairly and transparently.
- Is only used for a specific processing purpose that the data subject has been made aware of and no other, without further consent.
- Collected on a data subject should be “adequate, relevant and limited.” i.e. only the minimum amount of data should be kept for specific processing.
- Must be accurate and where necessary kept up to date.
- Should not be stored for longer than is necessary, and storage is safe and secure.

Godalming and Villages Community Store is the data controller of any personal data we hold. This means that it decides, within the regulations, how your personal data is processed and for what purposes.

Processing your personal data

Godalming and Villages Community Store complies with its obligations for processing your personal data under the GDPR by:

- Keeping personal data up to date.
- Storing it securely and destroying it when no longer required.
- Protecting personal data from loss, misuse, unauthorised access and disclosure.
- Ensuring that appropriate physical and technical measures protect it.

We may use your personal data for the following purposes:

- Responding to and keeping a record of any of your enquiries, requests for information or other communications from you.
- To maintain our own records (including the processing of Gift Aid applications).
- To manage our employees and volunteers.
- Any other processing for which you have given your consent.

Your personal data will be treated as strictly confidential and will only be used by volunteers working on behalf of the charity for the purposes of providing the

foodbank service

- Unless stated when your information was provided or collected; and/or
- Unless required to comply with legal or regulatory obligations or requests e.g. HMRC for Gift Aid donations.

We will only share your personal data with third parties outside of the charity (e.g. Citizens Advice, Social Services) with your consent

Retention of your personal data:

Your personal data is retained only for as long as it is required for the purposes of processing as above. Specifically, we retain details of users of the charity for one year after final attendance; Gift Aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate.

Your rights and your personal data :

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

- To request a copy of your personal data we hold.
- To request that corrections be made to your personal data if it is found to be inaccurate or otherwise out of date.
- To request your personal data is erased where it is no longer necessary for us to retain such data
- 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 personal data, (where applicable).
- The right to lodge a complaint with the Information Commissioners Office.

Further processing:

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

Contact Details:

To exercise all relevant rights, queries or complaints please in the first instance contact Godalming and Villages Community Store: [communitystoregav@gmail.com](mailto:communitystoregav@gmail.com)

You can also contact the Information Commissioners Office on 0303 123 1113 or via their website <https://ico.org.uk/global/contact-us/contact-us-public>

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