

## West End Food Bank – Fair Processing Notice

**What personal data do we hold?** The foodbank will keep the data that is on your foodbank voucher - your name, address, and year of birth; the number of other adults and children in your household; and the reason you needed to come to the foodbank. We will also keep a record of who gave you the foodbank voucher.

If we can give you extra help there may be more things, we need to ask you about, and will keep a record of.

There may also be some notes on our data system about your visit. This is the only data the foodbank will hold about you

**How is your personal data kept safe?** Your data is kept in a secure database. This can only be accessed with a login and password. If you came to the foodbank with a printed voucher, your voucher will be kept separately. Printed vouchers are kept in a locked cabinet. They are never left where someone could see them.

**What is your data used for?** We use your data for three things:

1. To check how many times you have been to a foodbank.
2. To calculate the numbers of people coming to foodbanks, and the reasons they need to.
3. If we can give you extra help, such as with benefits, there may be extra questions we need to ask you. This will be because we need particular information in order to know how to help you.

The foodbank has a lawful “legitimate interest” in keeping the data from your foodbank voucher, so we can carry out the purposes described above. If we are to give you extra help, we may need further information from you. The lawful basis for this will be “performance of a contract”.

**How long will your data be kept?** Your personal data is kept for 12 months. After that, paper foodbank vouchers are destroyed, and your name and address are automatically removed from the data system.

**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 Foodbank Chief Executive: John McCorry [[john@nclwefb.org.uk](mailto:john@nclwefb.org.uk); 0191 275 3019].