

**PETERBOROUGH SOUP KITCHEN**  
*Feeding the homeless and disadvantaged*



**Data Protection Policy  
for Peterborough Soup Kitchen**

## Data Protection Policy

- 1.1 The Peterborough Soup Kitchen takes the security and privacy of your data seriously. We need to gather and use information or 'data' about you as part of our business and to manage our relationship with you. We intend to comply with our legal obligations under the **Data Protection Act 2018** (the '2018 Act') and the **EU General Data Protection Regulation** ('GDPR') in respect of data privacy and security. We have a duty to notify you of the information contained in this policy.
- 1.2 This policy applies to current and former volunteers. If you fall into this category then you are a 'data subject' for the purposes of this policy. You should read this policy alongside the Privacy Notice in relation to your data.
- 1.3 The Charity is a '**data controller**' for the purposes of your personal data. This means that we determine the purpose and means of the processing of your personal data.
- 1.4 This policy explains how the PSK will hold and process your information. It explains your rights as a data subject. It also explains your obligations when obtaining, handling, processing or storing personal data in the course of working for, or on behalf of, the Charity.

## **2 Data Protection Principles**

- 2.1 Personal data must be processed in accordance with six '**Data Protection Principles**.' It must:
  - be processed fairly, lawfully and transparently;
  - be collected and processed only for specified, explicit and legitimate purposes;
  - be adequate, relevant and limited to what is necessary for the purposes for which it is processed;
  - be accurate and kept up to date. Any inaccurate data must be deleted or rectified without delay;
  - not be kept for longer than is necessary for the purposes for which it is processed; and
  - be processed securely.

We are accountable for these principles and must be able to show that we are compliant.

## **3 How we define personal data**

- 3.1 '**Personal data**' means information which relates to a living person who can be **identified** from that data (a '**data subject**') on its own, or when taken together with other information which is likely to come into our possession. It includes any expression of opinion about the person and an indication of the intentions of us or others, in respect of that person. It does not include anonymised data.
- 3.2 This policy applies to all personal data whether it is stored electronically, on paper or on other materials.

3.3 This personal data might be provided to us by you, or someone else (such as a former employer or referee), or it could be created by us. It could be provided or created during the recruitment process or during your service or after its termination. This will be created by the Board of Trustees.

3.4 We will collect and use the following types of personal data about you:

- recruitment information such as your application form and CV, i.e. references, skills, qualifications and membership of any professional bodies.
- your contact details and date of birth;
- information about your membership and service including start and end dates of service.
- your identification documents-i.e. driving licence. [for driving charity vehicles only]
- training records;
- your images whether captured on photograph;
- any other category of personal data which we may notify you of from time to time.

#### **4 How we define special categories of personal data**

4.1 **'Special categories of personal data'** are types of personal data consisting of information as to:

- Health & Safety;

We may hold and use any of these special categories of your personal data in accordance with the law.

#### **5 How we define processing**

5.1 **'Processing'** means any operation which is performed on personal data such as:

- collection, recording, organisation, structuring or storage;
- adaption or alteration;
- retrieval, consultation or use;
- disclosure by transmission, dissemination or otherwise making available;
- alignment or combination; and

- restriction, destruction or erasure.

This includes processing personal data which forms part of a filing system and any automated processing.

## **6 How will we process your personal data?**

6.1 The Charity will process your personal data (including special categories of personal data) in accordance with our obligations under the 2018 Act.

6.2 We will use your personal data for:

- performing the contract of service between us;
- complying with any legal obligation; or
- if it is necessary for our legitimate interests (or for the legitimate interests of someone else). However, we can only do this if your interests and rights do not override ours (or theirs). You have the right to challenge our legitimate interests and request that we stop this processing. See details of your rights in section 12 below.

We can process your personal data for these purposes without your knowledge or consent. We will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it.

If you choose not to provide us with certain personal data you should be aware that we may not be able to carry out certain parts of the contract between us.

## **7 Examples of when we might process your personal data**

7.1 We have to process your personal data in various situations during your recruitment, service even following your close of service.

7.2 For example (and see section 7.6 below for the meaning of the asterisks):

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Administering the contract, we have entered into with you.
- Assessing qualifications for a particular job or task
- Making decisions about your continued employment or engagement.

- Education, training and development requirements.
- Dealing with legal disputes involving you, or other employees, workers and contractors, including accidents at the PSK (including whilst driving and distributing food).
- Complying with health and safety obligations.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- for any other reason which we may notify you of from time to time.

7.3 We will only process special categories of your personal data (see above) in certain situations in accordance with the law. For example, we can do so if we have your explicit consent. If we asked for your consent to process a special category of personal data then we would explain the reasons for our request. You do not need to consent and can withdraw consent later if you choose by contacting the Data Privacy Manager.

7.4 We do not need your consent to process special categories of your personal data when we are processing it for the following purposes, which we may do:

- where it is necessary for carrying out rights and obligations under Charity law;
- where it is necessary to protect your vital interests or those of another person where you/they are physically or legally incapable of giving consent;
- where you have made the data public;
- where processing is necessary for the establishment, exercise or defence of legal claims;

7.5 We do not take automated decisions about you using your personal data or use profiling in relation to you.

## **8 Sharing your personal data**

8.1 Your personal data will not be shared with any 'third party' other than our legal obligations.

8.2 We require those companies to keep your personal data confidential and secure and to protect it in accordance with the law and our policies.

## **9 How should you process personal data for the Charity?**

9.1 Everyone who volunteers for, or on behalf of, the PSK has some responsibility for ensuring data is collected, stored and handled appropriately, in line with this policy and the Charities Data Security and Data Retention Policies.

- 9.2 The Charities Data Privacy Manager [Ian Barber] is responsible for reviewing this policy and updating the Board of Trustees on the Charities data protection responsibilities and any risks in relation to the processing of data. You should direct any questions in relation to this policy or data protection to this person.
- 9.3 You should only access personal data covered by this policy if you need it for the work you do for, or on behalf of the Charity and only if you are authorised to do so. You should only use the data for the specified lawful purpose for which it was obtained.
- 9.4 You should not share personal data informally.
- 9.5 You should keep personal data secure and not share it with unauthorised people.
- 9.6 You should regularly review and update personal data which you have to deal with for volunteering. This includes telling us if your own contact details change.
- 9.7 You should not make unnecessary copies of personal data and should keep and dispose of any copies securely.
- 9.8 Personal data should be shredded and disposed of securely when you have finished with it.
- 9.9 You should ask for help from our Data Privacy Manager if you are unsure about data protection or if you notice any areas of data protection or security we can improve upon.

## **10 How to deal with data breaches**

- 10.1 We have robust measures in place to minimise and prevent data breaches from taking place. Should a breach of personal data occur (whether in respect of you or someone else) then we must take notes and keep evidence of that breach. If the breach is likely to result in a risk to the rights and freedoms of individuals then we must also notify the Information Commissioner's Office within 72 hours.
- 10.2 If you are aware of a data breach you must contact the Data Privacy Manager immediately and keep any evidence you have in relation to the breach.

## **11 Subject access requests**

- 11.1 Data subjects can make a '**subject access request**' ('SAR') to find out the information we hold about them. This request must be made in writing. If you receive such a request you should forward it immediately to the Data Privacy Manager who will coordinate a response.
- 11.2 If you would like to make a SAR in relation to your own personal data you should make this in writing to Ian Barber. We must respond within one month unless the request is complex or numerous in which case the period in which we must respond can be extended by a further two months.

11.3 There is no fee for making a SAR. However, if your request is manifestly unfounded or excessive we may charge a reasonable administrative fee or refuse to respond to your request.

## **12 Your data subject rights**

12.1 You have the right to information about what personal data we process, how and on what basis as set out in this policy.

12.2 You have the right to access your own personal data by way of a subject access request (see above).

12.3 You can correct any inaccuracies in your personal data. To do you should contact Ian Barber.

12.4 You have the right to request that we erase your personal data where we were not entitled under the law to process it or it is no longer necessary to process it for the purpose it was collected. To do so you should contact Ian Barber.

12.5 While you are requesting that your personal data is corrected or erased or are contesting the lawfulness of our processing, you can apply for its use to be restricted while the application is made. To do so you should contact Ian Barber.

12.6 You have the right to object to data processing where we are relying on a legitimate interest to do so and you think that your rights and interests outweigh our own and you wish us to stop.

12.7 You have the right to object if we process your personal data for the purposes of direct marketing.

12.8 You have the right to receive a copy of your personal data and to transfer your personal data to another data controller. We will not charge for this and will in most cases aim to do this within one month.

12.9 You have the right to be notified of a data security breach concerning your personal data.

12.10 In most situations we will not rely on your consent as a lawful ground to process your data. If we do however request your consent to the processing of your personal data for a specific purpose, you have the right not to consent or to withdraw your consent later. To withdraw your consent, you should contact Ian Barber.

12.11 You have the right to complain to the Information Commissioner. You can do this by contacting the Information Commissioner's Office directly. Full contact details including a helpline number can be found on the Information Commissioner's Office website ([www.ico.org.uk](http://www.ico.org.uk)). This website has further information on your rights and our obligations.