

Privacy Policy

Manna Food Boxes

Your privacy is important to us and at Manna Food Boxes we want to communicate with you in a way that has your consent.

By submitting a registration form you are providing us with details to enable us to provide the service we offer.

DATA PRIVACY NOTICE

Manna Food Boxes

1. Your personal data - what is it?

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 the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

Manna Food Boxes - a charity that operates under the banner of Hope Long Eaton, The Parish of Sawley and The Parish of St John's, Long Eaton.

3. How do we process your personal data?,

Manna Food Boxes - a charity that operates under the banner of Hope Long Eaton, The Parish of Sawley and The Parish of St John's, Long Eaton 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 use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
- To administer the service that we offer
- To manage our employees and volunteers;
- To maintain our own accounts and records
- To inform you of news, events, activities and services within the remit of our service.

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

- Explicit consent of the data subject so that we can keep you informed about
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a religious aim provided: -
 - o the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with Manna Food Box

6. How long do we keep your personal data?

We keep data in accordance with the guidance set out in the guide "Keep or Bin: Care of Your Parish Records" which is available from the Church of England

website <https://www.churchofengland.org/aboutus/structure/churchcommissioners/administration/librariesandarchives/recordsmanagementguides.aspx>

Specifically, we retain registration details.

7. 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: -

- The right to request a copy of your personal data which Manna Food Boxes holds about you;
- The right to request that Manna Food Boxes updates 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 Manna Food Boxes to delete.
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means].
- 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) [Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics]
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, 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.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact:

Manna Food Boxes Coordinators

Mr Carl McCarthy - Hope Long Eaton

Revd Samantha Tredwell - St John's Church, Long Eaton

Revd Elaine Jones - Parish of Sawley

sawleyparish@gmail.com

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe

House, Water Lane, Wilmslow, Cheshire. SK9 5AF. Last Updated April 2022