



Radstock Foodies Club Membership Form



Title: Name:

Address:

Postcode: Telephone number:

Email address.....

1. About your household – Who will benefit from the Radstock Foodies Club?

Please tell us how many people in each age bracket live in your home?

(This helps us understand who is accessing the club, what the need is, and supports us in applications for grant funding)

- Adults (over 18) Babies/Toddlers Aged 0-4
 Children Aged 5-11 Young Persons Aged 12-17

2. Meeting our criteria:

- I can get from the hub to my home in 15 minutes of the Radstock Foodies Club pickup point.

(This is for food safety reasons - it is recommended that you put your frozen and refrigerable goods in the freezer/fridge as soon as possible after you have collected it).

- I struggle to access healthy food due to financial constraints.

3. Allergenic/Intolerances and Food Information:

Please provide relevant details:

- Food Intolerances/Allergies?

- Vegetarian/Vegan?

- Only Eat Halal or Kosher Foods?

4. Your Responsibilities and Signature:

You are responsible for letting us know if there are any changes in any allergies or relevant medical conditions to you or any of the people you have identified on the application form.

You must check all items before you leave the centre to ensure you are happy with them and that they do not contain any ingredients that you - or any of the people you have identified on the application form – is allergic to.

The Radstock Foodies Club will make every effort to ensure members do not receive food you have identified above, but it is the member's responsibility to carry out a final check.

Once you have checked all your food items, you must sign to say you are happy to receive all the items.

Please sign here to say that you have completed this form accurately and agree to check all the food items each week before you take them home:

I agree to follow all of the rules and understand that if I do not, I cannot take part in the Radstock Foodies Club. I understand why and how my data will be used and have read the Privacy Policy and rules of the Foodies Club.

SignatureDate:

Please bring the completed form to the Foodies Club, you will be required to show identification on your first application.

Rules:

- You are entitled to one food bag/box per week.
- The food bag/box will cost £3.50. This will pay for a selection of groceries worth around £10-£15.
- A time slot may be given to you each week to collect your food.
- You must bring your own bags. A chill bag for frozen and refrigerated foods is recommended.
- Food must be for your own use.
- The food must not be returned to any of the retailers.
- Places will be limited and demand is expected to be high. In order to remain a club member, you must purchase a food bag/box twice a month – this is so we can cover the cost of the scheme. (You can purchase a food bag/box every time the club is open).

*** We withhold the rights to review these terms and conditions if necessary.**

About the Radstock Foodies Club:

We receive a wide range of food each week but cannot guarantee specific items. Whilst we do our best to cater for dietary needs, this may not always be possible. It is the member's responsibility to identify any food given to you that you may be allergic to before leaving the centre.

The scheme is designed to reduce food waste and being sent to landfill.

The scheme is for people who struggle to access healthy food due to financial constraints.

Information you supply to join this scheme:

Your personal information will not be shared with any other organisation without your permission.

The information supplied on this form will only be used by Radstock-Westfield Big Local CIC (owners of the Radstock Foodies Club and Data Controllers) and Radstock Town Council (Data Handlers and supporters of the Radstock Foodies Club) in accordance with the Radstock Foodies Club Privacy Policy.

Privacy Policy:

Our contact details

Name: Radstock Foodies Club c/o Radstock-Westfield Big Local CIC

Address: C/o The Community Hub and Library, The Street, Radstock, BA3 3PR

Phone Number: c/o 01761 437962 E-mail: c/o council@radstock-tc.gov.uk

The type of personal information we collect

We currently collect and process the following information:

- Name and Contact Details of Members (Email, Telephone and Address)
- Number and age of Household Members
- Allergy/Intolerances and Food Preferences

How we get your personal information and why we collect it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Access to and membership of the Radstock Foodies Club
- Food Health and Safety/Allergy/Intolerances or Food Preferences
- To ascertain supporting information of need and number of people accessing the club for grants and funding for the Foodies Club

We use the information that you have given us in order to:

- Maintain Membership
- Inform you of critical operational issues (such as the club unable to operate)
- Ensure staff and volunteers are aware of food allergies/intolerances
- Produce anonymised reports of the number of people accessing the scheme
- Produce anonymised reports on age ranges of families accessing the scheme
- Produce anonymised reports for grant application purposes

We may share this information with our partners Radstock Town Council.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- We have a contractual obligation.
- We have a legitimate interest.

How we store your personal information

Your information is securely stored

- Electronically on a secured Citrix system within a password protected document
- Paper applications stored at the community hub in a key access safe.

We keep your name, contact details and household information for the duration of your active membership or a maximum of 12 months without access or contact received. We will then dispose of this information by deleting from all systems and shredding any hard copies of application forms.

Your data protection rights

Under data protection law, you have rights including:

- Your right of access - You have the right to ask us for copies of your personal information.
- Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.
- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.
- You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at Radstock & Westfield Big Local CIC, Victoria Hall, Church St, Radstock, BA3 3QG / info@radstockwestfield.org.uk if you wish to make a request.

How to make a complaint?

If you have any concerns about our use of your personal information, you can make a complaint to us at Radstock & Westfield Big Local CIC, Victoria Hall, Church St, Radstock, BA3 3QG / info@radstockwestfield.org.uk You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>