

Radstock Foodies Club - Privacy Policy

Review History	To be Reviewed Annually
Created	19/5/22
Reviewed and Adopted	

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.
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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 complain

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>