

Privacy Statement

Emergency Community Larder Membership

What type of information we have

We currently collect and process the following information for members of our Community Larder:

- Your name, email address, contact number.
- Your address.
- Your personal circumstances (how you might benefit from accessing the larder).

How we get your information

The personal information we process is collected by our partner organisation in your local area. The partner organisation uses our Membership Forms and you complete the form in person. Any other information that the partner organisation asks for from you is separate from our requirements.

Why we collect your information and what we do with it

SOFEA collects your name, email address and contact number so that you can be contacted in the event of a product recall. Under the General Data Protection Regulation (GDPR) and Data Protection Act 2018, the lawful basis we rely on for processing this information is that we have a vital interest (e.g. if food is recalled by the supplier due to contamination we need to let our members know ASAP). We must collect this information from you and without it, we cannot issue you with a food box.

SOFEA collects your address and information relating to your personal circumstances to help with our monitoring and impact evaluation. This aids our evaluation to ensure that we can maximise our impact in the local community. The lawful basis that we rely on for processing this information is your consent.

SOFEA also uses your information to send you relevant information via our monthly newsletter, providing that you give us your consent to do so. We may also contact you to send you updates on our terms and conditions, providing you give us your consent.

How we store your information

Paper versions of the Member Application Forms are sent to SOFEA electronically by our local partner organisation. These are then shredded by the local partner once we have confirmed receipt. Your personal information is stored electronically on our Members List for the duration of the emergency larder's operation or until you notify us or our local partner that you no longer wish to receive a food box.

If you decide to leave the membership scheme, we immediately dispose of your electronic information by deleting it from our Members List. We will also shred your Membership Application Form if we have received the paper copy from our local partner.



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 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 information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal data in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the 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 info@sofea.uk.com, on 01235 510774 or at 1E Trident Business, Didcot, Oxon, OX11 7HJ, if you wish to make a request.

Our Contact Details

Data Protection Officer:	Jonny Mentor
Address:	1E Trident Business Park, Didcot, Oxon, OX11 7HJ
Phone Number:	01235 510774
E-mail:	info@sofea.uk.com

How to complain

If you wish to complain about how your data is being collected, stored or processed, please contact our Data Protection Officer, Jonny Mentor on the contact details provided. 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