

# FREE CAKES FOR KIDS

## Derby, Nottingham & Loughborough

### Data Protection Policy

#### Introduction

Although Free Cakes For Kids Derby, Nottingham & Loughborough is a very small not for profit organisation, we do handle personal data and it's important that we do this in a way that's confidential and reassuring to our partner agencies and volunteers.

We are described as a data controller under the Data Protection Act and The General Directive on Data Protection (GDPR), which means that we determine the purposes for which personal data is used.

We keep certain information about volunteers, referral partners and service users to allow us to monitor our performance, achievements and to operate effectively. We also need to process personal information so that the volunteers can be recruited and informed of cake requests to provide the service we offer to the families and the community.

To comply with legislation, information must be collected and used fairly, stored securely and not disclosed to any person unlawfully. To do this, we must comply with the principals set out in the Data Protection Act 1998 and the General Directive on Data Protection (GDPR).

This policy outlines how we do this and it's important that all volunteers read and fully understand any responsibilities they have in handling personal data. Our privacy notice should also be read in conjunction with this policy.

It is worth noting that information that is already in the public domain is exempt from the 1998 Act and GDPR.

Any volunteer or service user who considers that this policy has not been followed in respect of personal data about themselves should first raise the matter with Free Cakes For Kids Committee.

## **1. Data Protection Principals.**

Under GDPR, Personal Data we process should be:

- Lawful, fair and transparent.
- Collected for specific and legitimate purposes.
- Limited to what is necessary.
- Accurate.
- Kept for only as long as needed.
- Appropriately secured.

## **2. General Provisions.**

(a) This policy applies to all person data processed by Free Cakes For Kids (volunteer details and cake referrals).

(b) The whole committee is responsible for ensuring ongoing compliance with this policy.

(c) This policy will be reviewed annually.

## **3. Data Protection Registration.**

Free Cakes For Kids Derby, Nottingham & Loughborough is exempt from the requirement to register with the Information Commissioners Office, due to being a not-for-profit organisation. Should the nature of our activities change and we are required to register with the ICO under the act, the FCFK committee will ensure this registration is completed.

## **4. Lawful, Fair and transparent Processing.**

We collect two types of personal information:

(a) Personal data that referrers submit via our online request form, email requests and phone requests.

(b) Personal data that individuals submit when joining us a volunteer.

### **Cake Requests.**

When a referrer requests a cake from us we collect certain personal information which enables us to provide a cake with a correct name/age on it ( if applicable), to meet any specific dietary requirements and to deliver it to the right address.

This information is stored in a secure, password protected google Document sheet via the online google form that referrers complete. Only the committee have access to this information.

Information needed to provide our service of a personalised cake is transferred to the volunteer who has signed up make the cake via email, facebook direct message and phone message.

### **Volunteer Details.**

When people join FCFK as a volunteer we collect: first and last name, date of birth, home address, phone number, email address and what hygiene/food certificates you have (we will need to see). This enables us to contact volunteers via email, facebook direct message and phone text message to make them aware of the details of the cakes they have requested to bake and other information relevant to FCFK.

This information is stored in a secure, password protected google document sheet via the online google form that volunteers complete. Only committee have access to this information.

This information is not shared with anyone else.

### Requests for Information

Any service user or volunteer may request details of information which they believe we hold on them.

This can be done via email to [freecakesnottingham@gmail.com](mailto:freecakesnottingham@gmail.com)

We will provide the requested information within 30 days (1 month). The request may be refused where the disclosure is not in the public interest or where it could lead to breach of the Data Protection Act.

### **5. Responsibilities of Volunteers.**

All volunteers are responsible for:

- Checking that the information they provide FCFK is accurate.
- Informing FCFK of any changes in information, e.g. address, phone etc.
- When, as part of their volunteering, volunteers receive or collect information about others (e.g. referred families, details of personal circumstances) they must comply with this policy, with particular regard to storage and deletion of personal information.
- Ensuring that personal information is not disclosed in any to unauthorised third party. This includes sharing photographs of their cakes without the permission of the family/organisation.

It should be noted that any unauthorised disclosure may result in a volunteer being unable to continue to bake for FCFK.

### **6. Responsibilities of Referring Organisations.**

Organisations that refer families/children/people for a cake from FCFK are responsible for:

- Checking that all information provided to FCFK is accurate and up to date.
- Ensuring they have consent of an adult responsible for the child they are referring.
- Informing FCFK of any changes to information e.g. changes in delivery address or date etc.

### **7. Collection of Information for Specific and Legitimate Purposes.**

Our privacy notice outlines the purpose of all the data that we request.

#### **8. Limiting Information Collection to Just What is Necessary.**

Our cake request form is reviewed regularly to ensure that all the information requested is relevant.

#### **9. Accuracy of Information.**

Accuracy of information provided by volunteers and referrers is covered in points 5 and 6.

#### **10. Keeping Information for Only as Long as Needed.**

Specific cake request details (referrer's name, contact details, child's name and age, delivery address, delivery date, delivery contact name/ number and dietary information) are kept centrally for 12 months after the cake has been delivered. This is to ensure that we have the full details of the cake in case of any queries after delivery.

After this time all details will be deleted from our logs.

Volunteers must delete any/all information they have received about a cake order as soon as it has been delivered.

Volunteer information is kept active as long as the volunteer is active. Once they decide to no longer be a volunteer, the records of the personal details are deleted.

#### **11. Keeping Information Appropriately Secure.**

Free Cakes For Kids Derby, Nottingham & Loughborough does not hold any personal information in a non-computerised form. Any information that may be held in this way in this future must be kept in a locked filing cabinet or locked drawer.

Any information completed via our cake request form or volunteer sign up form is stored google forms/ google documents. This requires a username and password known only to the FCFK committee.

Information required to fulfil a cake order is transferred to the volunteer by either email, facebook direct message or phone text message.

#### **Appendix A - A Glossary of Terms**

To make things easier to understand this policy, technical terms used listed below:

Data Protection Act 1998 – The UK legislation that provides a framework for responsible behaviour by those using personal information.

Data Subjects/service users – The individual whose personal information is being held or processed by an agency (e.g. a client, an employee, a supporter etc.).

Processing – Means collecting, amending, handling, storing or disclosing personal information.

Personal Information – Information about living individuals that enables them to be identified (e.g. name, address etc.) It does not apply to information about companies and agencies but applies to named person and employees within an agency.

GDPR – The General Protection Regulation (GDPR) will apply from 25<sup>th</sup> may 2018. It operates with a common set of rules applying across the (European Union) EU.

