

# FREE CAKES FOR KIDS

**Derby, Nottingham & Loughborough**

## Privacy Notice

### Introduction

Your privacy is important to us and we are committed to protecting it.

Free Cakes For Kids needs to keep certain information about its volunteers, referral partners and service partners to allow us to monitor our performance, achievements and to operate effectively. Its also necessary to process information so that volunteers that can be recruited and informed of cake requests to provide the service we offer to families and the community.

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

The privacy notice provides information about how your personal information is treated as you interact we Free Cakes For Kids. By using the services provided by, or volunteering with Free Cakes For Kids You agree to the practices detailed in this privacy notice.

#### **1. What information we collect.**

The information we collect depends on how you interact with us. We collect two types of information:

- (a) Personal data that referrers submit via online request form, phone and email
- (b) Personal data that individuals submit when joining as a volunteer.

## **2. Personal information submitted when you request a cake.**

When you request a cake from us we collect: your name, your job title, your email address, your telephone number, your organisation address, the first name of the child (if applicable), delivery address, delivery contact number, the sexual orientation of the child (boy, girl, other), age on birthday and any if allergies.

## **3. Personal information submitted when you sign up as a volunteer.**

When you join as a volunteer we collect: your first and last name, your telephone number, email address, date of birth, Home address and what hygiene/food certificates you have. (we will need to see these).

## **4. How we use information provided for cake requests.**

We use the personal information provided to us for the following purposes:

- (a) To make birthday cakes with the name and correct age on.
- (b) To contact the person nominated to take delivery of the cake to arrange a mutually beneficial time.
- (c) To contact the referrer to confirm we are making the cake, ask any questions about details that may arise and cancel if need be.
- (d) To send referrers emails from time to time, containing important information about our service, invitations to events and newsletters. You will always be given the option to unsubscribe from these emails when you receive them and you may do so at any time.

## **5. How we use information provided by volunteers.**

We use the personal information provided to us for the following purposes:

- (a) To contact volunteers about cake requests that have been received from referrers (via email, facebook and text messaging).

(b) To provide volunteers with specific information relating to the cakes they sign up for.

(c) To forward on any thankyou cards/messages received from referrers for cakes baked.

## **6. Disclosing your information.**

(a) When you request a cake from us, we share some of the personal information (delivery contact name & delivery contact number (the referrers if not ideal), any allergies, child's name (if applicable), child's age, delivery date, delivery address with the volunteer whom is baking the cake.

(b) Sometimes someone else has to deliver the cake (separate from the baker) in this case, the only information we would give the person delivering the cake is the delivery address and delivery contact name and number(the referrers if not ideal).

(c) This information is transferred via email, text and facebook direct message.

(d) This information is also stored in google docs. You need to have a password and username to access this.

(e) Only the volunteer baker (sometimes a delivery volunteer) and the Free Cakes For Kids committee have access to your information in your referral.

(f) Volunteers personal information is never disclosed to anyone without getting the volunteers permission first. The information stored can only be accessed by the Free Cakes For Kids committee.

## **7. Storing, Protecting and deleting your information.**

(a) Any information that you complete via our request form or volunteer sign up form is stored in google form and google docs.

(b) When individuals sign up as a volunteer, they agree to adhere to the Free Cakes For Kids Data Protection Policy, which means not sharing any information they receive about a cake and deleting any such information they are provided with once the cake has been delivered.

(c) Specific cake requests details ( referrers name, contact details & email, child's name (if applicable) and age, delivery date, delivery address and contact number/name and allergy information) are kept centrally for 12 month after

the cake has been delivered. This is ensure that we have the full details of the cake encase of any queries after delivery.

(d) After this time all identifying details will be deleted from our databases.

(e) Volunteer information is keep for the as long as the person remains a volunteer. Once a person decides to no longer be a volunteer with us, the records of their personal data are deleted.

## **8. Your Rights.**

You have the right to access the information we hold on you. You can do this by emailing [freecakesnottingham@gmail.com](mailto:freecakesnottingham@gmail.com) If any of your details are incorrect please let us know and we will amend them.

## **9. Updates.**

We keep this privacy notice under review. Any updates we may to it will be amended in the document and where appropriate, notified to you by email. Please check periodically for any changes in the privacy notice.

## **10. Contact.**

If you have comments or queries concerning our website, privacy notice or Free Cakes For Kids please contact us at [freecakesnottingham@gmail.com](mailto:freecakesnottingham@gmail.com)