



Data Privacy Statement for Referral Agencies

Bridging the Gap (Manchester) (BTG) operates Manchester South Central Foodbank (MSCF).

Personal data

When your organisation becomes a referral partner for the foodbank, BTG will keep some data about you. This includes some "personal data" which relates to particular named people. We also keep data about clients you refer to the foodbank. There is a separate Data Privacy Statement for Clients. Please ask if you would like to see a copy of that Data Privacy Statement.

What personal data do we hold?

1. BTG will keep data about you in two ways: the **authorisation form** you filled in to become a referral agency records the name, address, email address, phone number, and name of principal contact at your organisation; and the name, signature and role of personnel authorised to issue foodbank vouchers
2. our **on-line data system** records the name, address, email address, phone number, and name of principal contact at your organisation; and the name, job title and email address of any personnel authorised to make e-referrals to the foodbank

This is the only data BTG will usually hold about you. There may also be information about you in emails, this information is kept for no longer than needed. BTG do not seek data about you in any other way.

How is your personal data kept safe?

Your authorisation forms are held in a locked cabinet at BTG offices until they have been processed onto our on-line data system. this can only be accessed with a login and password. BTG requires all users of the system to sign a "data protection statement". This means they know they must keep your data safe, and only use it for the right purposes. All BTG volunteers also have to sign a confidentiality agreement. The secure cabinet is only accessible to Project Managers and Trustees. Once processed the form is scanned to our secure drive area, which is only accessible to Project Managers and Trustees. BTG are as careful as possible to make sure no unauthorised person can log into the data system. For example, when a volunteer leaves the foodbank, BTG stops their access to the data system.

What is your data used for?

Your data is only used to

- Validate signatures on vouchers your organisation has issued
- Contact you if there is an important query about a client you have referred to the foodbank
- Keep in contact with you, for example to seek a meeting or invite your organisation to an event

Does the foodbank have a right to your data?

Under Data Protection legislation, BTG needs to have a “lawful basis” for keeping your data, and for using it. There are several types of “lawful basis”. One of them is called “performance of a contract”. When you become a referral agency, we enter into a “contract” together. You undertake to send people in genuine crisis to the foodbank with a completed voucher; we undertake to provide them with emergency food, and contact you if there is a problem. To do this, BTG needs to hold data about you. That is why the lawful basis for holding your data is “performance of a contract”.

Who can see your data?

The only people who have access to your authorisation forms are the Project Manager, Warehouse Co-ordinator and selected Trustees. Your data on the on-line system can only be seen by authorised people who have been given a login and password for the data system. BTG are as careful as possible to make sure no one else has access to your data.

How long will your data be kept?

Your application form will be kept while you are a referral agency for the foodbank. If you stop being a referral agency, BTG will destroy your application form and any other signatories’ forms, we will also delete you from the online data system as an active referral agency. The on-line data system also records data from all foodbank vouchers. These will continue to show the name of the agency and the agency worker that issued a voucher, and their contact phone number. This is also recorded on the printed vouchers. These are kept for six years in case we need to evidence proper use of public donations.

Who can you speak to if you have questions?

If you have questions about your data, and what we do with it, you should contact the Project Manager at info@manchestersouthcentral.foodbank.org.uk or telephone 0161 226 3413

What rights do you have?

You have a number of rights under Data Protection legislation:

1. **Right to be know what data we hold**

You have a right to know what personal data BTG holds about you. This Data Privacy Statement describes the data that we will hold. But you can ask if we have any other data about you which is not covered by this Data Privacy Statement.

2. **Right to have a copy of the data we hold**

You can ask for a copy of the data BTG holds about you. This is called a “subject access request”. If you make a “subject access request”, BTG will give you a copy of all the data held about you within one month of a subject access request. If it helps, you can be provided with the data in a computer file.

3. **Right to object**

You can object if you think we are using your data in the wrong way. You can also object if you think we don’t have “lawful grounds” for using your data. We will give you a statement explaining why we use your data and explaining the “lawful grounds”. If you are still not happy, you can complain to the Information Commissioner’s Office. If we find we are using your data in the wrong way, we will stop immediately and stop it happening again.

4. Right to have your data corrected

If you think there is a mistake in your data, please tell us. You have a right to have it corrected.

We may need to check what is the correct data, but will put right any mistakes as soon as possible.

5. Right to be forgotten

We promise to remove your data after six years. You have a right for this to happen, because we don't generally need to keep your data any longer than six years.

Finally, if anything happened to your data that could be a risk to you, we will do our best to tell you as soon as practicable possible.