



## Cambridge Sustainable Food

### Privacy Policy 2018

Cambridge Sustainable Food CIC (Company number 11145078) collects information about people who sign up for our newsletter, book to attend events or workshops, register an interest in volunteering or sign up for our Cambridge Food Poverty Alliance or Sustainable Food Scheme for Businesses. This information is only used by Cambridge Sustainable Food CIC and helps with the organisation of projects, events and workshops, as well as distribution of information and newsletters. Cambridge Sustainable Food CIC is aware of the importance of handling this data securely and has systems in place to ensure this happens.

### **Collection of Information by Cambridge Sustainable Food CIC**

Cambridge Sustainable Food CIC collects information when individuals request information, sign up to receive our newsletter, book a place at an event or workshop, provide feedback after a course or event, or when registering an interest in volunteering with us (or in signing up to the Cambridge Food Poverty Alliance or the Sustainable Food Pledge Scheme for Businesses).

### **What information is collected by Cambridge Sustainable Food CIC**

Cambridge Sustainable Food CIC may collect 'personal data' – information about an individual who can be identified by it. This information may include your:

- **Name**
- **Organisation/business (where relevant)**
- **Address and postcode**
- **Email address**
- **Home telephone number / mobile number**
- **Relationship to the organisation, e.g. staff, volunteer, workshop participant**
- **Date of birth, to ensure appropriate safeguarding where people are under 18**
- **Access requirements or health conditions that might affect how we run a workshop or event**
- **In the case of organisations or businesses, other data concerning activities will be asked for – in every case, the reason for requiring this extra information will be given**

### **How this information is used**

We may use this information:

- To send you information you have requested
- To enable you to receive newsletters
- To register you for an event or a workshop
- To ask for feedback about an event or workshop you have taken part in

- To communicate with you about events or projects if you have expressed an interest in volunteering
- (In the case of businesses signing up to the Pledge Scheme) to enable us to assess your application for an award
- (In the case of organisations signing up to the Cambridge Food Poverty Alliance CFPA)) to send you information about relevant events via the CFPA newsletter or to ask you to take part in a survey to benefit people experiencing food poverty

Cambridge Sustainable Food CIC will only communicate information that you have requested to receive, which may include events, projects, workshops and volunteering opportunities.

You can stop receiving these communications at any time by unsubscribing or contacting us via telephone or in writing (please see the 'How can you opt out?' section below).

### **What procedures are in place to safeguard this information**

Cambridge Sustainable Food CIC safeguards this information by using cloud storage, accessed by secure passwords and keeping paper records in a locked file.

We follow procedures in the storage and disclosure of the information given to us, to prevent unauthorised access, misuse, alteration or loss of information under our control.

### **Who has access to this information**

Access is limited to Cambridge Sustainable Food CIC staff and your information is only accessed when they need your details to provide the service or information required by you. We will not sell or rent your information to third parties; this includes not sharing your information with third parties for marketing purposes.

Information is collected by our third-party service providers for the purposes of completing tasks and providing services to you on our behalf. For example, Mail Chimp manages our mailing lists and is used to send our e-newsletters. However, when using third party service providers, we disclose only the personal information that is necessary to deliver the service, they keep this information secure, in line with our privacy policy, and do not use it for their own direct marketing purposes.

### **Information being transferred outside of Europe**

The information which you provide to us may be transferred to countries outside the European Union. For example, we use Mail Chimp (based in USA) as a platform for emailing contacts. Please find their privacy policy here: <https://mailchimp.com/legal/privacy/> These countries may not have similar data protection law to the UK. By submitting your personal data, you're agreeing to this transfer, storing and processing.

### **How we keep this information on file**

Cambridge Sustainable Food CIC will hold your personal information on our systems for as long as is necessary to fulfil the purpose for which it was obtained. Due to the change in data law, from May 2018 we will regularly ask you to confirm you wish to stay on our mailing lists, we plan this to take place a minimum of every three years after you first opted in. You can opt out at any time – see below.

## How can you opt out

You can choose whether or not you wish to receive information from us, we will not make contact with you unless you have opted in. If you no longer want to receive direct communications from us via Mail Chimp, then you can change your preferences or completely unsubscribe -

- Click the 'unsubscribe' or 'change preferences' link at the bottom of emails sent to you

Alternatively, you can contact Cambridge Sustainable Food directly -

- Email [info@cambridgesustainablefood.org](mailto:info@cambridgesustainablefood.org) and we will process your request within 28 working days.

## Cambridge Sustainable Food Web Site

When someone visits [www.cambridgesustainablefood.org](http://www.cambridgesustainablefood.org) we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the site, and which region they come from. This information is only processed in a way which does not identify anyone. We do not make and do not allow Google to make any attempt to find out the identities of those visiting our website.

You can opt out from Google Analytics using the Google Analytics Opt Out add-on for your web browser, available directly from Google.

## Your rights

Under Article 17 of the GDPR individuals have 'the right to be forgotten', meaning they have the right to have personal data erased. You are legally entitled to access, modify, correct, revoke your consent and delete any data we hold relating to you and you have the legal right to forbid this data being presented to any third parties.

You have the right to ask for a copy of the information Cambridge Sustainable holds about you at any time. Please use the contact details below if you would like to receive a copy. Please note identification must be presented to verify your identity, before the information is provided by Cambridge Sustainable Food CIC.

The accuracy of your information is also important to us. If you change your email address, or any other information we hold is inaccurate or out of date, please email us at:

[info@cambridgesustainablefood.org](mailto:info@cambridgesustainablefood.org)

## Links to other websites

This privacy policy applies solely to information and data collected by Cambridge Sustainable Food CIC. Our website may contain links to other websites run by other organisations over which we have no control, so we encourage you to read the privacy statements on the other websites you visit. We are not responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you were referred to our website from a third-party site, we cannot be

responsible for the privacy policies and practices of the owners and operators of that third-party and recommend that you check the policy of that third-party site

### Those aged 17 or under

We are committed to protecting the privacy of children aged 17 or under. If you are aged 17 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

### Acceptance

By using our website, you are agreeing to the terms and conditions of this policy. This policy will be reviewed regularly and updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments made to the Data Protection Act.

### Contact Us

If you have any questions about this Privacy Policy or any other aspect of Cambridge Sustainable Food please contact [info@cambridgesustainablefood.org](mailto:info@cambridgesustainablefood.org)

Dated 23/05/2018

Signed:



S. Dyer Director