



## Privacy Statement for Donors

### Who We Are and Important Information

Edinburgh Food Project (also referred to as 'EFP', 'the charity', 'we', 'our' or 'us') is the Controller over any personal data we process about you for the purposes set out in this Privacy Notice (see below). This Privacy Statement sets out the type of personal information we collect about you, why we collect it, and how we use it when you make any donation to us including financial or food donations.

It is important that you read this Privacy Statement together with our [website privacy policy](#) which contains more detailed information about our data processing or you can request a copy from us.

If you have any concerns about our processing of your personal data or you have a general enquiry concerning data protection, please contact our Data Protection Officer: [DPO@edinburghfoodproject.org](mailto:DPO@edinburghfoodproject.org).

### What Personal Data we collect and how this is collected

We collect:

- your contact details (your name, address, email address and phone number), reason for donation where appropriate (i.e. in memory of someone) and job title (if a corporate donor);
- Specific information you provide to us when you make a financial donation to us.
  - If you send us a Standing Order form or a cheque, it will also include your bank account details;
  - If you send us a Gift Aid form, it will also include the fact you are a UK taxpayer;
  - If you just send us money direct to our bank account, our account records will just show your name, date and amount paid.
- Any additional information you provide to use when you donate to us, for example the best time for us to collect the items from you.

We also collect your personal information from different sources, where you have donated via third parties such as your payment bureau provider administering payments, Just Giving, Common Good, and Easy Fundraising.

### Purposes of using your Personal Data and lawful basis we rely on

We use your personal data to:

- process and/or administer your donation;
- contact you about donations. For example, to thank you for donations, or to prompt you about delivery arrangements, help with food donations, financial donations;
- Donation forms may also record that you are happy to receive communications from us. In this case we may also use your data to send you newsletters or information about the work of the charity.

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances where:

- It is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests. Typically, our legitimate interests in respect of donations are to keep data accurate and relevant and to process donations for benefit of the Charity.
- We need to comply with a legal obligation, such as to process direct debit under a direct debit agreement.
- You have given us your consent. You have the right to withdraw consent to marketing at any time by contacting us.

### **Who do you share my information with?**

We may share your personal information with external third parties such as with our franchisor the Trussell Trust (food donations only), HMRC for purposes of Gift Aid, our third party service providers including Beacon (who provide our donor CRM), payment bureau providers administering the payment, Easy Fundraising, Common Good, Sharepoint, Xero and Beacon CRM. More detail can be found on our [website privacy policy](#).

### **International Transfers**

We may require to transfer your personal data outside of the UK including the EU and the US, where some of our suppliers are based. The EU has been deemed by the UK as providing adequate protection for your personal data. We will rely on the Standard Contractual Clauses when sharing your personal data with our suppliers in the US.

### **How long do we keep records for?**

We will only keep your personal data for as long as reasonably necessary but no later than 6 years following our last contact with you as the donor.

### **Your Legal Rights**

Under certain circumstances, you have rights under data protection laws concerning your personal data including the right to receive a copy of the personal data we hold about you, the right to rectification, restriction, erasure, objection, as well as the right to portability. You also have the right to make a complaint at any time to a supervisory authority which is the Information Commissioner's Office in the UK and is the regulator for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)). See our website privacy notice for more information on your rights or contact our DPO (details above) to exercise these.