



South Warwickshire Local Food

DATA PRIVACY NOTICE

Your information:

- At South Warwickshire Local Food (SWLF) we take your data privacy seriously. We only hold the personal data that you have provided to us, with your consent, and as a necessary requirement for the effective functioning of our Community Organisation. This will include your name and address and contact information, as well as, where appropriate, your payment information. We will not collect any personal data from you that we do not need.
- We do not share your information with any third parties or use your information for any purpose other than that required for the running of South Warwickshire Local Food and Five Acre Community Farm.
- Any personal information that you have provided to us is retained securely and only accessible to those members of the SWLF Steering Group that require it to discharge their responsibilities.
- We have a Data Protection regime in place, underpinned by a Data Protection Policy. The policy includes how we manage publicity photographs. A copy of the policy is available on the website and in the 'Policies' folder in the collection space at the farm.
- We will retain your personal information for the minimum period required by UK Law, after which your information will be securely destroyed.

Your rights:

- If at any point you believe your information being held by SWLF is incorrect or you wish to see the information, have it deleted or amended or have any queries, concerns or complaints about your data please do not hesitate to get in touch with SWLF administrator at info@fiveacrefarm.org.uk and the matter will be investigated.
- As a 'not for profit' organisation SWLF is not required to register with the Information Commissioners Office. However, if you are not satisfied with our response to a complaint or believe we are not acting in accordance with the law you can complain to the Information Commissioners Office

Reviewed by the Steering Committee on :

Review due: