

Millennium Farm Trust

HR9 Depden Care Farm

Privacy Statement

Charity Number: 1070145

Company Number: 03567659

This policy applies on and from 25 May 2018



Version Control

Version number	Date of changes	Who	Review summary
02	Jun 21		Policy review, no changes made
	June 24		Scheduled review

Keeping your data safe

At Depden Care Farm we are committed to keeping your personal data safe and secure, and handling it in accordance with our legal obligations. This Privacy Policy sets out in detail the purposes for which we process your personal data, who we share it with, what rights you have in relation to that data and everything else we think it's important for you to know.

Who are we?

Depden Care Farm is the trading name of Millennium Farm Trust a Charity and Limited Company. We reinvest all of our profit back into the programmes to ensure that we can continue to deliver a high-quality, programme.

Our funding is through fees. In order to keep these at a minimum and to provide an interesting and varied programme, we help fund our service by raising funds through events and collections, selling goods and services, requesting charitable donations and seeking grant support from public sector bodies, trusts and foundations.

Who's in control?

It is important that you understand who is responsible for keeping your data safe. Depden Care Farm are the "controller" of all personal data collected and used for the purposes of providing the Depden Care Farm programme and for any other purposes set out in this Privacy Policy. This means that that the Director, staff and Trustees are responsible for ensuring that personal data that you entrust us with are handled legally and safely.

We have appointed a Data Protection Officer (DPO) who has ultimate responsibility for making sure your data is treated in accordance with this Privacy Policy and the law.

What data do we collect and where from?

We collect data directly from you including the following:

- full name;
- email address;
- date of birth;
- gender (if you choose to provide it);
- postcode and address;
- phone number/s;
- details of your funder for farm helpers or your bank account if you are an employee;

For employees and volunteers your application and interview forms and ongoing information about your employment / role with DCF are documented and stored.

For farm helpers we document and store details of your health and wellbeing and details of your wishes/ requirements of our programme, and details of our ongoing monitoring of your progress towards your goals.

We also collect information that you may voluntarily provide to us such as complaints, comments or praise about our programme .

What do we use your data for?

It is important that you understand how and why we use the personal data that we collect about you. Primarily we keep your data in order to provide you with our services or in order that you can help to provide our services as a member of staff and volunteer.

For Farm Helpers, staff and volunteers:

- we collect and keep basic information about you such as your name address phone numbers and email so that we can keep in touch with you
- we collect and keep up to date information about your health and wellbeing to ensure that you are safe when you are with us.
- we keep records of your programme/ employment/ role and how you are doing. This is about your goals and progress towards these goals.
- we use your Account Data to set up, manage and administer your account and for payroll.
- we may send you messages about things you need to know about such as special days or events
- we may ask you or your representative to participate in surveys and questionnaires. This information is used to enable us to improve our services.

We will never use your personal data for marketing or advertising our service.

What is our legal basis for using your data?

Data protection law says that we have to tell you the legal basis that we rely on to process your personal data for the purposes that we have notified to you. We process your personal data for all of the purposes identified under “What do we use your data for?” above.

How long do we keep your data for?

If you are a farm helper or a member of staff or a volunteer who works with farmhelpers we keep your personal data and health data indefinitely. This is in case there is ever a query or problem with the service we provided to you that comes up after you have left us. We do not keep your bank details once you leave our programme.

Who do we share your data with?

- We do need to share some elements of your personal data with trusted others in the organisation. For example the people who do our pay roll and invoicing need your personal data for these purposes
- If you have a medical or health problem while you are with us we may need to share information about you with medical people who need to provide you with care or if we think you are at risk in any way we may need to contact your GP or doctor.
- We are sometimes asked to participate in publicity such as TV programmes and newspaper articles about Depden Care Farm. We will ask for your permission to participate. We may use your photo and first name in these or your full name, but we will make sure that your full name and photograph can't be linked

What rights do you have?

You have rights under data protection law. If you are a legal guardian or have power of attorney for a farm helper we will need to ask you for proof of this before we can respond to a request for access to the farm helpers data

You also have a right to ask us to send you a copy of account data and all other personal data that we hold about you (subject to some exceptions). A request to exercise this right is called a "subject access request" and must be made in writing to our Data Protection Officer who is Tim Freathy

You have a right to ask for your personal data to be erased. We can do this for information that we do not need to keep indefinitely.

What if you have a complaint?

You have a right to complain to the Information Commissioner's Officer (ICO), which regulates data protection compliance in the UK, if you are unhappy with how we have processed your personal data.

You can find out how to do this by visiting <http://www.ico.org.uk> (opens in a new window).

What if this policy changes?

We may make changes to this Privacy Policy from time to time. Any changes we make will be posted on our website and you will be notified by email if significant changes are made.

Policy updated on 6 Jun 2021