



PRIVACY NOTICE

1. VERSION CONTROL

Version No	Date	Changes Made	By:	New Version No	Board Approved
DRAFT	Aug 2021	Creation	W. Gomeze	V1	

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Cook for Good Community Interest Company © 2021 All Rights Reserved

Tel: +44 (0)203 6334025 **Email:** info@cookforgood.uk **Web:** www.cookforgood.uk

LinkedIn: <https://www.linkedin.com/company/cookforgood> **Twitter:** @cookforgood_uk

Instagram: cookforgood.uk **Facebook:** cookforgood.uk

2. INTRODUCTION

This Privacy Notice applies to information we (Cook for Good CIC) collect about individuals who interact with our organisation. It explains what personal information we collect and how we use it.

If you have any comments or questions about this notice, feel free to contact us;

Our contact details

Name: Cook For Good CIC

E-mail: datacontrol@cookforgood.uk

3. PERSONAL DATA THAT WE PROCESS

The following table explains the types of data we collect and the lawful basis, under current data protection legislation, on which this data is processed.

PURPOSE	DATA (KEY ELEMENTS)	BASIS
Enquiring about our organisation, its work and events	Name, email, contact number, message	Legitimate interests – it is necessary for us to read and store your message so that we can respond in the way that you would expect.
Subscribing to email updates about our work	Name, email	Consent – you have given your active consent.
Making a donation	Name, email, address, payment information	Legitimate interests – this information is necessary for us to fulfil your intention of donating money and your expectation of receiving a confirmation message.
Enquiring about Volunteering with us	Name, email, address, contact number,	Legitimate interests – it is necessary for us to read and store your message so that we can respond in the way that you would expect.
Enquiring about Pantry Membership	Name, address, contact number, email	Legitimate interests – it is necessary for us to read and store your message so that we can respond in the way that you would expect.
Information when you are registered for a Cook for Good private or Team Building Cookery Event:	Name of you and any guests you book on behalf of e-mail address billing address contact number bank card details allergies or dietary requirements of you and your guests	Performance of a contract with you Legitimate interests (to provide our services and products to customers, understand who our customers are and tailor our products and services to suit them) Legal obligation to comply with health and safety laws. Consent where you provide health data to us (e.g. information about your allergies). We require your allergy and dietary requirements

	any other special requirements that you choose to inform us about	to tailor a lesson to you, ensure a safe environment at a cooking lesson.
Photographs or videos we take during cookery lessons, community programmes or other activities, or photographs or videos you send us	We take the photographs or videos ourselves but only with your prior consent. From you	Consent - With your consent, we may take, or receive from you, photographs or videos of you and use them to research and market our products and services (including on our Websites, Social Media Pages and in our newsletters),
Registering for Pantry Membership	See: Pantry Privacy Notice	
Registered as a Volunteer	See: Volunteer Privacy Notice	
Website functionality	Website activity collected through cookies	Legitimate interests - it is necessary for us to store a small amount of information, usually through cookies. We use cookies to enable our website to function effectively, to improve your experience and to determine and improve the effectiveness of our website.

4. HOW WE USE YOUR DATA

We will only use your data in a manner that is appropriate considering the basis on which that data was collected, as set out in the table at the top of this policy.

For example, we may use your personal information to:

- reply to enquiries you send to us;
- monitor the effectiveness of our Cook for Good projects, activities, services and policies;
- where you have specifically agreed to this, send you marketing communications by email relating to our work which we think may be of interest to you.

5. WHEN WE SHARE YOUR DATA

We will only pass your data to third parties in the following circumstances:

- you have given consent to us to pass data to a named third party;
- we are using a third party purely for the purposes of processing data on our behalf and we have in place a data processing agreement with that third party that fulfils our legal obligations in relation to the use of third party data processors; or
- we are required by law to share your data.

In addition, we will only pass data to third parties outside of the EU where appropriate safeguards are in place as defined by Article 46 of the General Data Protection Regulation.

6. HOW LONG WE KEEP YOUR DATA

We take the principles of data minimisation and removal seriously and have internal policies in place to ensure that we only ever ask for the minimum amount of data for the associated purpose and delete that data promptly once it is no longer required.

7. RIGHTS YOU HAVE OVER YOUR DATA

You have a range of rights over your data, which include the following:

- Where data processing is based on consent, you may revoke this consent at any time and we will make it as easy as possible for you to do this (for example by putting 'unsubscribe' links at the bottom of all our marketing emails).
- You have the right to ask for rectification and/or deletion of your information.
- You have the right of access to your information.
- You have the right to lodge a complaint with the Information Commissioner if you feel your rights have been infringed.

A full summary of your legal rights over your data can be found on the Information Commissioner's website here: <https://ico.org.uk/>

If you would like to access the rights listed above, or any other legal rights you have over your data under current legislation, please get in touch with us. datacontrol@cookforgood.uk

Please note that relying on some of these rights, such as the right to deleting your data, will make it impossible for us to continue to deliver some services to you. However, where possible we will always try to allow the maximum access to your rights while continuing to deliver as many services to you as possible.

8. COOKIES & USAGE TRACKING

A cookie is a small file of letters and numbers that is downloaded on to your computer when you visit a website. Cookies are used by many websites and can do a number of things, eg remembering your preferences, recording what you have put in your shopping basket, and counting the number of people looking at a website.

Overview of the types of cookies we use:

Where cookies are used to collect personal data, we list these purposes in section 2 above, along with other personal data that we collect.

Analytics – We use Google Analytics cookies to collect information about how visitors use the website and help us to continually improve our content. For instance, which pages visitors go to most often and if they get error messages from web pages. These cookies don't collect information that identifies you. All information these cookies collect is aggregated and therefore anonymous. We use this data to help us to understand:

- which pages people visit on the site,
- which internet browsers are being used,

- what is popular on our website,
- the user journey through the website.

To opt out of being tracked by Google Analytics across all websites please click here: <https://tools.google.com/dlpage/gaoptout>

Cookies to Improve your Experience – we use a small number of cookies on our website to help you get the best experience. We also embed YouTube and Vimeo films on our website. We are unable to prevent these sites, or external domains, from collecting information on your usage of this embedded content. If you are not logged in to these external services then they will not know who you are but are likely to gather anonymous usage information for example, number of views, plays, loads etc.

How to manage your Cookie settings

It is possible to stop your browser and/or mobile device accepting cookies either generally or from specific websites. However, you may find that some aspects of our website stop working or work less well if you do this. For this reason, we do not recommend turning cookies off when using our website.

To manage your cookie settings, please refer to your browser software. For more information about cookies and how to delete them, visit www.allaboutcookies.org

Acceptance of Cookie Use

By using our website, you agree to our use of cookies. This is subject to any preferences or browser setting you may have.

9. MODIFICATIONS

We may modify this Privacy Policy from time to time and will publish the most current version on our website. If a modification meaningfully reduces your rights, we'll notify people whose personal data we hold and is affected.

10. HOW TO COMPLAIN

If you have any concerns about our use of your personal information, you can make a complaint to us at datacontrol@cookforgood.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

11. REVIEW RECORD

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