

Appendix 2: Website Privacy Notice

Certain personal information (also known as data) on the Whitefield Charity SK Corporation's trustees, employees, volunteers, contractors, guests, donors, partners and suppliers needs to be kept so that the organisation can carry out its day-to-day operations, meet its objectives and comply with legal obligations.

The Whitefield Charity SK Corporation Board of Trustees recognises the organisation's role as a data controller and is committed to ensuring any personal data will be dealt with in line with the Data Protection Act, including the UK GDPR which is incorporated within the Act.

Data will be collected and stored in keeping with the key principles outlined in the UK GDPR:

- Data will be processed lawfully, fairly and in a transparent manner.
- Data will be collected for specified, explicit and legitimate purposes and not further used in a manner incompatible with these purposes.
- Data which is collected will be adequate, relevant and limited to what is necessary.
- Data held will be accurate and, where necessary, kept up to date.
- Data will only be retained as long as is necessary.
- Data will be processed securely.
- There will be accountability for the data collected and held, and the ability to demonstrate compliance.

Whitefield Charity SK Corporation employees will consider categories of information the organisation needs to collect on individuals, the purpose of processing the information and the lawful basis for doing so. When we ask people to provide us with information we will make clear what it will be used for. Individuals will be informed if their data is to be shared and consent will be sought before sending any marketing information.

The Whitefield Charity SK Corporation Data Protection Policy, overseen by the Board of Trustees, sets out clear data protection definitions, rules and procedures so that those within the organisation who handle personal data on behalf of Soup Kitchen are fully aware of the requirements and can comply with them.

Any individual whose data is processed by the Whitefield Charity SK Corporation has the right to find out what data the organization holds on them. A request may be made verbally or in writing and the relevant contact details are shown below:

Email address: info@soupkitchenlondon.org

Postal address: Soup Kitchen, 79A Tottenham Court Road London, England W1T4TD.

Telephone number: 020 7580 2791

Social media:

A Soup Kitchen employee will respond to the request as soon as possible and certainly within one month.