

Scilly Food Boxes Privacy Notice

Who is collecting and using your personal data?

Scilly Food Boxes will act as a 'data controller' for any personal data that you provide to us. As such, we will ensure that the data given to us is processed in line with our organisation's data protection policies and in line with your rights under the Data Protection Act 2018 and the General Data Protection Regulations.

Why are we processing your personal data?

Your personal information is used by Scilly Food Boxes in order to process orders, contact you with any queries and follow up on your experience in using Scilly Food Boxes.

The lawful grounds we rely upon for processing your personal data is regulation 1(1)(c) of the General Data Protection Regulations.

Who will we share your personal data with?

Your information will not be shared with any third parties. Only members of the Scilly Food Boxes team have access to your personal data.

How long will we hold your personal data?

Information type	Keep for
Scilly Food Boxes- Online Orders	2 years
Scilly Food Boxes- General Enquiries	1 year

Exercising your rights

Under the Data Protection Act 2018 and the General Data Protection Regulations you have the following rights:

- The right of access to your own personal data.
- The right to request rectification or deletion of your personal data.
- The right to object to the processing of your personal data.
- The right to request a copy of the information you provide us in machine readable format.
- The right to withdraw your consent to any processing that is solely reliant upon your consent.

Should you wish to exercise any of your rights please email scillyfoodboxes@gmail.co.uk

Your right to complain

If you wish to complain about the way that your personal data has been handled by Scilly Food Boxes, you should write to us and clearly outline your case. Your complaint will then be investigated. If you remain dissatisfied with the way your personal data has been handled, you may refer the matter to the Information Commissioner's Office whose contact details are below:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Email: casework@ico.org.uk