

# Morecambe Pantry is a new not-for-profit organisation focused on food poverty and community building.

Morecambe Pantry is committed to protecting your privacy. This commitment applies whenever you use our online, social media or other services, or just leave your address or phone number with us. In this policy we explain how and why we collect your information, what we do with it and what controls you have over our use of it.

Any questions regarding our Privacy Policy should be directed to Trustees of Morecambe Parish Church : PCC@morcambeparish.church

By using our Services, you agree to be bound by this Privacy Policy.

#### WHAT DATA DO WE COLLECT AND HOW DO WE USE IT?

Morecambe Pantry collects and processes information about you in order to contact employees, volunteers (and potential volunteers), and users of our services.

You may be asked, either when you register with us, or at other times, for information about yourself, such as your name, e-mail address, postal address and telephone number. You are under no obligation to provide this information, but if you don't then we may not be able to contact you when we need to get out a message.

# **NON-PERSONAL INFORMATION**

We may automatically collect non-personal information about you such as the type of internet browsers you use or the site from which you linked to our website. You cannot be identified from this information and it is only used to assist us in providing an effective service on our website. We may from time to time supply the owners or operators of third-party sites from which it is possible to link to our website with information relating to the number of users linking to our website from their sites. You cannot be identified from this information.

#### WITH WHOM IS THE INFORMATION SHARED?

Morecambe Pantry will not share, sell or rent your personal information to third parties. However, we may disclose your personal information to third party organisations who provide services or grants to us. A list of these organisations can be given on request.

Morecambe Pantry may disclose aggregate statistics about our sales, our website visitors and customers of our telephone services in order to describe our services to prospective partners, advertisers and other reputable third parties and for other lawful purposes, but these statistics will not include personally identifying information.

Morecambe Pantry may disclose personal information if required to do so by law or if it believes that such action is necessary to protect and defend the rights, property or personal safety of company name and the website, visitors to the website and customers of our Services.

Our website may contain links to the sites of third parties, such as food clubs or other intercepted food organisations. When you visit these sites, we suggest that you read their privacy policies. Morecambe Pantry is not responsible for the privacy policies or the content of such sites.

#### INFORMATION ABOUT PRODUCTS AND SERVICES

It is very important to us that we provide you with the highest level of service. In order to help us do this, from time to time Morecambe Pantry may send you details of our products and services which we think may be of interest to you. If at any time you do not wish to receive these details, please email us at info <a href="mailto:Pantry@morecambeparish.church">Pantry@morecambeparish.church</a>

#### **SECURITY**

Morecambe Pantry places a great importance on the security of all information associated with our customers. We have security measures in place to attempt to protect against the loss, misuse and alteration of customer or donor data under our control. For example, our security and privacy policies are periodically reviewed and enhanced as necessary and only authorised personnel have access to user information. With regard to our website, we use secure server software (SSL) to encrypt financial information you input before it is sent to us. While we cannot ensure or guarantee that loss, misuse or alteration of data will not occur, we use our best efforts to prevent this.

#### WHERE IS THE INFORMATION STORED?

Information which you submit via our website or through contact on telephone or through social media is stored on a computer located in the United Kingdom. This is necessary in order to process the information and to send you any information you have requested.

## **COMMENTS**

Please email any questions, concerns or comments you have about our Privacy Policy to Project Manager.

### **COMPLAINTS**

We always try to provide the highest level of services to organisations, donors, volunteers, and employees, and to maintain accurate and up-to-date information on our web page and other outlets. If you think we have fallen below these standards, contact the Project Manager. If you cannot get a satisfactory resolution, you may decide to take your complaint to The Trustees.