

Ribble Valley Foodbank : referral agency data security record

The foodbank data system records a range of data, including personal data about clients. Some of this personal client data may be of a sensitive nature. It is essential that all client personal data is kept and handled securely at all times, and not revealed to others or used inappropriately.

The foodbank is registered with The Information Commissioner’s Office and seeks to comply with the GDPR regulations. Data security is taken very seriously, and everyone with access to client data is required to act responsibly and in accordance with the foodbank’s data protection policy.

Please read carefully the statements below and put your initials in the column on the right to confirm your agreement. If you are not sure what a statement means, please ask the foodbank manager.

Please add your name, signature and date in the space provided below, and the foodbank manager will countersign. She may wish to check that you understand the statements and how they apply to your use of the data system.

	Initials
I will only search for data about clients when it is necessary to issue a voucher.	
I will not disclose or share client data from the data system with another organisation or person in any way.	
I will not export or print client data from the data system unless printing a client voucher.	
I will keep my data system password secure at all times	
I will not leave the data system in a state so that others can access it	

Your name:

Date: / /

Your signature:

Your email address:

Name of Referral Agency:

Signed by Foodbank Manager:

Date: / /