

# DATA PRIVACY NOTICE

## The League of Friends of Haslemere Hospital

### 1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

### 2. Who are we?

The League of Friends of Haslemere Hospital is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

### 3. How do we process your personal data?

The League of Friends of Haslemere Hospital complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To administer membership records;
- To fundraise and promote the interests of the charity;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events and activities of The League of Friends;

### 4. What is the legal basis for processing your personal data?

- Processing is necessary for carrying out legal obligations relating to Gift Aid;
- Processing relates to donors or former donors (or those who have regular contact with it in connection with those purposes).

### 5. Sharing your personal data

Your personal data will be treated as strictly confidential and will not be shared with anyone else. We will not share your data with any third parties.

### 6. How long do we keep your personal data?

We retain gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; donor details for 6 years after they cease to donate (in order to support our accounting records).

### 7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which The League of Friends holds about you;
- The right to request that The League of Friends corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for The League of Friends to retain such data;
- The right to withdraw your consent to the processing at any time;

- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office.

### **8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

### **9. Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact the Treasurer of The League of Friends of Haslemere Hospital, c/o Haslemere Hospital, Church Lane, Haslemere, GU27 2BJ.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.