

1. Privacy Notice

Plymouth Hospitals Charity (PHC), registered charity number 1048679, is committed to ensuring that your privacy is protected. If you provide certain information by which you can be identified, your data will only be used in accordance with the charity's privacy policy and the Data Protection Act 2018 and the EU General Data Protection Regulations (May 2018)

The charity offers you the opportunity to stay in touch, by your preferred method of contact, if you would like to hear about its activities, fundraising and how donations are spent in the manner of your choosing.

2. What we collect

We may collect the following information:

- Full name and title
- Gender
- Contact information including address and post code. (This can also include place of work)
- Phone numbers and email addresses
- Bank account details (if you are making a card payment or setting up a Direct Debit)
- Date of birth
- We may collect information relating to your health (for example if you are taking part in an event or volunteering for us)
- Emergency contact details (if you are volunteering for us)

If you sponsor a person using an online giving platform such as Just Giving or Virgin Money Giving and you indicate that you would like to hear from us, then they may pass on your contact details onto us. You should check the Privacy Statements of sites such as Just Giving, before you give them your information.

3. What we do with the information we collect

We require this information for the following reasons:

- Internal record keeping.
- To thank you for your donations, volunteering, or other support.
- To respond to you if you have made an enquiry and send you any information you have requested.
- We may use the information to keep you up to date with what is happening at Plymouth Hospitals Charity via our regular newsletter, but if you change your mind you can always unsubscribe. Please let us know by emailing phcharityteam@nhs.net
- We may periodically send letters or emails about fundraising events which we think may interest you using the contact details you have provided.
- We may share your name and details of your donation with Plymouth Hospitals NHS Trust in order to ensure that your donations are used according to your wishes or if a publicity campaign has been agreed with you. This will be limited to senior members of staff only. You can let us know if you would prefer for your details to remain anonymous and we will always respect your wishes.
- We may use this information to improve our services.
- We may analyse the data we hold to determine how successful a fundraising event was or to identify a possible trend
- We will archive data for two years if no interaction has taken place during that time frame.

- You will be contacted every 2 years to check that your details are still correct and that you are happy to stay on the database. If no contact can be made then your non-financial records will be erased or anonymised. Your financial exchanges are kept for seven years by the charity in line with HM Revenue and Customs regulations.

4. Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

5. Keeping you in control

Our legal basis for processing your information is Consent. We collect your consent by sending you a 'Staying in Touch' form, which asks for you to opt-in to receiving information from us. You can choose the way we send our information to you, the types of information you want, or you can choose to not hear from us at all. The form also details how you can withdraw your consent. This you can do at any time.

When you are asked for any personal data by the charity, there will always be a box that you can tick if you do not want the information to be used for marketing purposes. You can also choose how we contact you, e.g. telephone, post, email, and choose what you want to be kept informed about. You can decide not to receive communications or change how we contact you at any time. Please let us know by emailing phcharityteam@nhs.net.

If you request that we do not contact you again for marketing purposes, we will respect your wishes. After this time there may be occasions we have to contact you, for example in relation to payments you have made or if you've signed up to forthcoming events.

We do not have any access to your medical records. We will not sell or lease your personal information to third parties. We will not share your information with a third party for their own purposes unless required by law to do so. You may request details of personal information which we hold about you under the Data Protection legislation. If you believe that any of the information we are holding on you is incorrect or incomplete, please contact us as soon as possible, so that we can correct it.

If you would like a copy of the information held on you please request this in writing and address it to Tracey Baker, Plymouth Hospitals Charity, Level 5 - Opp Pharmacy, Derriford Hospital, Plymouth PL6 8DH.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that external website. Please look at the privacy statement applicable to the website in question. We cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement.

We appreciate your support and aim to ensure that your privacy is treated with respect at all times, in compliance with the Data Protection Act 2018.

For more information, please visit the Information Commissioner's Office. <https://ico.org.uk/>

Plymouth Hospitals Charity and Plymouth Hospitals NHS Trust are working closely to ensure that all data collected on individuals is only processed if there is lawful basis to do so.

Who are the Charity project team responsible for data protection?

- System Manager - Tracey Baker, Digital and Marketing Officer tracey.baker1@nhs.net
- Data Protection Officer - Penny Taylor, Head of Information Governance
penny.taylor1@nhs.net
- Information Asset Owner - Amanda Nash, Head of Communications
- Senior Information Risk Owner - Lee Budge, Director of Corporate Business

Last updated 24/05/18