



Privacy Notice – Fundraising

Tarpoley Hospital is committed to keeping your data safe and secure.

We promise:

- To keep your data safe and private.
- Not to sell your data.
- To give you ways to manage and review your marketing choices at any time.
- To always be clear about how we will use your data

What is the definition of personal information?

Personal information is any information that can be used to identify you: It can include details such as name, address, email, date of birth, telephone number etc.

The type and quantity we collect and how we use it depends on why you are providing it. We promise that we will only collect data from you which is adequate, relevant and limited to what is necessary.

Where do we obtain personal data from?

When you give to us directly for instance when you make a donation or you have taken part in one of our events.

When you give to us indirectly for instance you may have provided permission for a company or other organisation to share your details with us e.g. Active Leisure with regard to the Chester Half Marathon or if you register your details for on-line fundraising with Just Giving, Virgin Money Giving, Charity Checkout. We use this data to contact you to acknowledge your gift and to see if we can offer any support or guidance.

Whenever you provide personal data you should check their Privacy Policy to understand fully how that organisation will process your data.

Social Media

We will only contact you through social media sites such as Facebook, Linked In, Instagram or Twitter if your privacy settings give us access to your contact details.

How do we use your information?

1. We use your personal information to provide you with the information, support, services, or products you have specifically asked for e.g. information about fundraising activities or appeals
2. We use your information for internal administrative purposes such as our accounting and records
3. We use your personal information to claim Gift Aid on your donations if applicable.

Who do we share your information with?

We will not share or sell your personal data with any third parties other than HMRC in order to claim Gift Aid.

When we advertise services to our supporters e.g. our Make a Will Scheme or similar services, it is up to you to make contact- we will never share your personal data with external organisations.

Third party organisations that collect data on our behalf

We work with a number of external organisations who collect data on our behalf. These include, but are not limited to:

Sporting events

- London Virgin Marathon
- Active Leisure
- Liverpool to Chester Bike Ride
- Zip Wire

- Fundraising
- Just Giving
- Charity Checkout
- Virgin Money
- Amazon Smile

We have given these organisations permission to collect data on our behalf and, unless you specify otherwise, they will share that data with us.

How can you ask the charity to stop using your personal data?

You have the right to withdraw consent for us to contact you at any time.

Whenever we send you information in the post or in an e-mail, we will always include a simple and clear way to unsubscribe for future mailings.

If at any time you wish to withdraw your consent and tell us not to contact you then please

How can I update or correct the personal data that the charity has from me?

You can contact us at any time to update the personal details that we have on our database - in fact, that would be a great help to us.

You can also contact us at any time to inform us if you would like to change your contact preferences or to change what information you would like to receive from us e.g. fundraising information, information on our latest appeals, or newsletters.

Your rights

You will always have control over your personal data. You have the right to request information about the data we hold on you at any time for free. We promise to provide access to that data in line with the Hospital's policy.

You have the right to correct your data and update your preferences at any time

You have the right to have your data erased at any time.

You have a right to ask us to stop processing your personal data at any time.

If at any time you wish to withdraw your consent and tell us not to contact you then please contact the fundraising team.

By phone: 01829 732436

By post: Tarporley War Memorial Hospital, 14 Park Road, Tarporley Cheshire CW6 0AP

By email: fundraising@tarporleyhospital.co.uk

Who do I speak to if I have a question regarding the use of my data?

If you have any questions or queries about any aspect of how we store, update and use your personal data then we would be more than happy to talk to you. Please contact Matron or our Operations Director.

What security is in place to protect the loss, misuse or alteration of your information?

A data breach can be defined as, 'accidental or unlawful destruction, loss alteration, unauthorised disclosure of, access to, personal data'.

In the event of a data breach the charity will contact the ICO (Information Commissioner's Office) within 72 hours. The consequences of the breach will be documented and the appropriate actions will be taken to mitigate the consequences.

The charity has a commitment to our supporters to alert them if the breach poses a high risk to their rights and freedoms. As a charity, we are committed to notifying the ICO if an individual is likely to suffer 'some form of damage', such as an identity theft. We also promise to contact the ICO if the data breach leaves any of our supporters open to financial loss.

How will I know if you make changes to this Privacy policy?

The date in the footer of this document indicates when this document was last updated.

When we make changes to this privacy policy we will make an announcement in the homepage of our website.

25th May 2018