



## **Privacy Notice – Airedale NHS Foundation Trust Charitable Funds/The Friends of Airedale Hospital Donors**

We are very grateful to everyone who generously donates to either of the hospital charities, either Airedale NHS Foundation Trust (ANHSFT) Charitable Funds or The Friends of Airedale Hospital

As a result of your donation, both charities collect, store and process personal information. We recognise the need to treat donor personal and sensitive data in a fair and lawful manner. No personal information held by us will be processed unless the requirements for fair and lawful processing can be met.

### **What types of personal data do we handle?**

In order to carry out our activities and obligations as charities receiving donations we handle data in relation to:

- Contact details such as names, addresses and telephone numbers
- Credit or debit card and/or Bank details
- Your UK tax status
- Your preferences for future contact

Our staff are trained to handle your information correctly and protect your confidentiality and privacy.

We aim to maintain high standards and adopt best practice for our record keeping. Your information is never collected or sold for direct marketing purposes. Your information is not processed overseas.

### **What is the purpose of processing data?**

- To collect gift aid from HMRC for any initial donation, and any future ones
- To formally thank you
- To send you further information about how your money has been spent
- To send you further information about the Trust and the charities if you would like us to.

### **Sharing your information**

There are a number of reasons why we share information. ANHSFT members, ANHSFT Charitable Funds donors, The Friends of Airedale Hospital volunteers and donors are all groups of people who support the hospital in different ways. However, donors can be a member of more than one of these groups. Hence, we share information to prevent duplication.

Sharing of information can also be due to:

- Our obligations to comply with legislation
- Our duty to comply any Court Orders which may be imposed

Any disclosures of personal data are always made on case-by-case basis, using the minimum personal data necessary for the specific purpose and circumstances and with the appropriate security controls in place. Information is only shared with those agencies and bodies who have a "need to know" or where you have consented to the disclosure of your personal data to such persons.

### **Use of Third Party Companies**

Donations can be received via various Third Party Companies including online donation platforms. The Friends of Airedale Hospital lottery is administered by an external company, Sterling Lotteries. These Organisational contact details



companies will collect information on our behalf. If we collect gift aid then we share your details with HMRC. ANHST Charitable Funds or The Friends of Airedale Hospital may share your information with other external companies to process your data on our behalf in order to comply with our obligations.

We may also use platforms such as Facebook and Twitter to provide information on donations received and how the money was spent. We would obtain your permission before quoting your name or any other personal details associated with your donation in any publicity.

### **Prevention and Detection of Crime and Fraud**

We may use the information we hold about you to detect and prevent crime or fraud. We may also share this information with other bodies that inspect and manage public funds.

We will not routinely disclose any information about you without your express permission. However, there are circumstances where we must or can share information about you owing to a legal/statutory obligation.

### **Individuals Rights**

Data Protection laws gives individuals rights in respect of the personal information that we hold about you. These are:

1. To be informed why, where and how we use your information.
2. To ask for access to your information.
3. To ask for your information to be corrected if it is inaccurate or incomplete.
4. To ask for your information to be deleted or removed where there is no need for us to continue processing it.
5. To ask us to restrict the use of your information.
6. To ask us to copy or transfer your information from one IT system to another in a safe and secure way, without impacting the quality of the information.
7. To object to how your information is used.
8. To challenge any decisions made without human intervention (automated decision making)

Please visit our websites [www.airedale-trust.nhs.uk](http://www.airedale-trust.nhs.uk) or [www.friendsofairedale.co.uk](http://www.friendsofairedale.co.uk) for further details on this. Should you have any further queries on the uses of your information, please speak to the ANHSFT Data Protection Officer – Jenny Pope on 01535 294832

Should you wish to lodge a complaint about the use of your information, please contact our Data Protection Officer as above.

If you are still unhappy with the outcome of your enquiry you can write to: The Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF - Telephone: 01625 545700.