

## **Privacy Notice – Fundraising/Donations/Heart Care Support Group**

Walsall Cardiac Rehabilitation Trust takes our responsibilities to protect your personal data seriously. We should only be using your data with your consent and only using it for the purposes for which you have consented. This notice describes how the data is used, processed, shared, stored, and destroyed.

All electronic communication with you will give you the option to unsubscribe at any time if you no longer wish to receive information from us. If you have any questions, concerns, complaints or comments about our use of your data please contact [Suzanne.ursell@walsall.nhs.uk](mailto:Suzanne.ursell@walsall.nhs.uk).

### **Data collected and use of this data**

- Name, address, contact details – to enable us to contact you
- Details of donations made, including types of support given: for example attendance at an event, sponsorship, in-memory donations – to enable us to process the donations, and properly thank you
- Details of Gift Aid claims – to enable us to claim gift aid on donations and provide evidence to HMRC

### **How we process this data**

- Donation data is processed by volunteers and staff to ensure we account for our income correctly, and enter relevant details on our spread-sheets
- The data is used with donors consent to send them information about events, or appeals we are running
- We also use personal data to make claims for gift aid from HMRC
- We use financial details to aggregate to assess the performance of the different events and appeals we run, to help us make decisions as to whether to continue running these.

### **Sharing this data**

We do not share information with third parties, unless we are required to do so for legal reasons – for example HMRC may ask us for specific information to make claims

### **How we store the data**

- Most of the data is stored electronically on computers. Access to this data is restricted by a user id and password.
- Any hard copies are stored in locked cabinets in lockable rooms, which would include any personal information acquired for prizes, draws and competitions

### **Retention of the data**

Data is retained indefinitely unless a donor requests us to delete this information. However, records must be kept for HMRC and for financial regulation of charities for a period of at least six years.

## **Destruction of the data**

- Paper records are destroyed by a security level 3 shredder
- Electronic records can be anonymised if requested, but we may need to retain information about your gift aid for six years

Suzanne Ursell  
Manager  
22.5.18

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