



**Daft as a Brush**  
CANCER PATIENT CARE

## **PRIVACY POLICY**

### **GENERAL DATA PROTECTION REGULATIONS PRIVACY NOTICE**

January 2021

### **DAFT AS A BRUSH CANCER PATIENT CARE CHARITABLE TRUST PRIVACY POLICY**

#### ***Who are we?***

Daft as a Brush Cancer Patient Care Charitable Trust is a company registered in England and Wales and is registered as a charity; our company number is 2333474 and our charity number is 328432

We will only collect information from you that is relevant to the contract or service that we are dealing with. In particular, we may collect the following information from you which is defined as 'personal data':

- Personal details
- Family, lifestyle and social circumstances
- Financial details
- Business activities of the person whose details we are processing

### ***Special categories***

We may also collect information that is referred to as being in a 'special category'. This could include:

- Health details
- Criminal convictions

### ***Basis for processing***

The basis on which we process your personal data is one or more of the following:

- It is necessary for the performance of our contract with you
- It is necessary for us to comply with a legal obligation
- It is in our legitimate interests to do so
- You have given us your consent (this can be withdrawn at any time by advising our Data Protection Officer).

### ***How will we use your data?***

We may use your information for the following purposes:

- Provision of services
- Promotion of our goods and services
- Provision of education and training
- Maintaining accounts and records
- Supporting and managing staff

### ***Who will we share your information with?***

If you are a patient of the NHS, we will share information with them where necessary.

If you are a volunteer, we will need to share your information with the Disclosure Barring Service (DBS).

**As an employer** we will share your information with our accountants, payroll processors and bookkeepers; HMRC and pension providers to maintain appropriate support for you in your employment and to comply with legal obligations. In addition, we will also share your information with the DBS.

### ***How long will we keep your information for?***

We will normally keep your information throughout the period of time that we do work for you or you do work for us and afterwards for a period of six or longer years if we are required to do so by law and also by regulations that apply to us.

In some cases, we may retain your information for a longer period.

### ***Transfers to third countries***

It is not envisaged that we will transfer your personal data to a country outside of the European Economic Area.

### ***Telephone calls to our office***

Calls may be recorded for training or research purposes.

### ***Security arrangements***

We shall ensure that all the information that you provide to us is kept secure using appropriate technical and organisational measures.

In the event of a personal data breach, we have in place procedures to ensure that the effects of such a breach are minimised and shall liaise with the ICO and with you as appropriate.

### ***What rights do you have?***

You have the following rights under the General Data Protection Regulations:

- Right to be informed
- Right to access
- Right to rectification
- Right to erasure
- Right to restriction of processing
- Right to data portability
- Right to object
- Rights concerning automated decision-making and profiling

### ***Right of access***

You have a right to see the information we hold about you.

To access this, you need to provide a request in writing to our Data Protection Manager, together with proof of identity.

We will usually process your request free of charge and within 30 days. However, we reserve the right to charge a reasonable administration fee and to extend the period of time by a further two months if the request is manifestly unfounded or vexatious and/or is very complex.

Full details are available on request from the Data Protection Manager.

### ***Right to erasure***

You have a right to ask us to erase your personal data in certain cases (details may be found in Article 17 of the General Data Protection Regulations)

We will deal with your request free of charge and within 30 days but reserve the right to refuse to erase information that we are required to retain by law or regulation, or that is required to exercise or defend legal claims.

To exercise your right to erasure, please contact our Data Protection Manager

### ***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, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting other sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

### ***Who can you complain to?***

If you are unhappy about how we are using your information or how we have responded to your request, then initially you should contact the Data Protection Manager:

**Leslie Caisley**

**Daft as a Brush Cancer Patient Care Charitable Trust**

**Daft as a Brush House**

**Great North Road**

**Gosforth**

**Newcastle upon Tyne**

**NE3 2DR**

**Telephone: 0191 2855999**

**Email: [leslie.caisley@daftasabrush.org.uk](mailto:leslie.caisley@daftasabrush.org.uk).**

If your complaint remains unresolved, then you can contact the Information Commissioner's Office, details available at [www.ico.org.uk](http://www.ico.org.uk).