



The Sara Lee Trust

How we use your personal information

GENERAL DATA PRIVACY NOTICE

Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or that is likely to come into such possession. The processing of personal data is governed by The General Data Protection Regulation 2016/679.

Who are we?

The Sara Lee Trust is an independent local charity which supports people across Hastings and Rother who are affected by cancer and other life threatening illnesses, through the provision of specialist psychological support and therapy care. The Trust supports over 600 local people each year and all our services are provided free of charge.

Dan Redsull, Chief Executive Officer is Trust data controller and Lead Therapist Kerry Evans Caldicott Guardian (contact details below) for the Trust. This means they decide how your personal data is processed and for what purposes.

Data Controller & Caldicott Guardian contact details: 01424 457 969 /456 608

Email: danredsull@saraleetrust.org
kerryevans@saraleetrust.org

How do we process your personal data?

Our data controllers comply with obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use personal data for the following purposes:

Services:

- Maintain patient records
- To enable us to provide care and support for people affected by life threatening illness as set out in our governing documents
- To contact individuals via surveys to conduct research about their opinions of current services or of potential new services that may be offered

Organisational and operational purposes:

- To fundraise and promote the interests of the charity including:
Processing gift aid applications

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Where requested, to keep individuals informed of Trust news, events and activities

- To support our employees and volunteers
- To maintain our accounts and related records
- To maintain the safety of our patients, team members and Trust assets (Our processing also includes the use of CCTV systems for the prevention of crime)

- To carry out charity retail activities including:
 - Electronic point of sale
 - Deliveries and collections
 - Processing gift aid applications

What is the legal basis for processing your personal data?

Services

- Processing is necessary to protect the vital interests of a data subject or another person (Article 6)
- Processing is necessary for reasons of preventative or occupational medicine, for assessing the working capacity of an employee, medical diagnosis, the provision of health or social care or treatment or management of health or social care systems and services on the basis of EU or Member State law or a contract with a health professional (Article 9)

Organisational and operational purposes:

- ***To fundraise and promote the interests of the charity including:
Processing gift aid applications
Where requested, to keep individuals informed of Trust news, events and activities***
- Consent of the data subject (Article 6)
 - ***To support our employees and volunteers***
 - ***To maintain our accounts and related records***
 - ***To maintain the safety of our patients, team members and Trust assets (Our processing also includes the use of CCTV systems for the prevention of crime)***
- Processing is necessary for compliance with a legal obligation as set out by the HMRC, ICO, HSE and others (Article 6)
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement (Article 9)
 - ***To carry out charity retail activities including:
Electronic point of sale (EPOS)
Deliveries and collections
Processing gift aid applications (GIFT AID)***
- Consent of the data subject (Article 6)
- Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract
- Processing is necessary for compliance with a legal obligation (EPOS / GIFT AID)
- Processing is necessary for compliance with a legal obligation as set out by the HMRC, ICO, HSE and others (Article 6)

Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement (Article 9)

Sharing your personal data

Your personal data will be treated as strictly confidential, and will be shared only with the following parties where required and appropriate.

St Michaels Hospice – for CQC requirements
SellensFrench / HoneyBarrett – Payroll providers
LPA – HR Advisors
ASTECC – IM&T contractors

We will not share your data with third parties outside of the Trust.

How long do we keep your personal data?

We keep your personal data for no longer than is reasonably necessary and comply with statutory requirements and industry standard practice. Details about retention periods can be found on our website – www.saraleetrust.org

Your rights and your personal data

Unless subject to an exemption, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the Trust holds about you
- The right to request that the Trust corrects any personal data if it is found to be inaccurate or out of date
- The right to request your personal data is erased where it is no longer necessary for the Trust to retain such data
- The right to withdraw your consent to the processing at any time (Only if consent is relied upon as a processing condition)
- The right to request that the Trust provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (Only applies where the processing is based on consent or is necessary for the performance of a contract with you and The Trust processes the data by automated means)
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- The right to object to the processing of personal data, (where applicable); direct marketing and processing for the purposes of scientific/historical research and statistics
- The right to lodge a complaint with the Information Commissioners Office.

An “Access to PID records” form can be found on our website which should be used to make requests in relation to your personal data.

Transfer of Data Abroad

No data is transferred out of the UK

Automated Decision Making

No information is subject to automated processing or decision making

Further processing

We will seek your consent for any and all new processing proposals.

Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact our Trust Finance and Admin Officer on:

01424 456 608 or info@saraleetrust.org

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

The Sara Lee Trust
Consent Form



By signing this form you are confirming that you have read this Data Protection Notice and that you are consenting to The Sara Lee Trust holding and processing your personal data for the following purposes (please tick the boxes where you are happy to grant consent):

Name:	
Address:	
Telephone:	
Email Address:	

- To keep you informed about news, events, activities and services
- To contact you for feedback
- Both of the above

By email [] by text [] by post [] by phone []

You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent we will not be able to use your personal data (except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm).

If you do grant consent, please note you can withdraw your consent to all or any one of the above purposes at any time by contacting our offices on 01424 457 969 or on fundraising@saraleetrust.org . Please note that all processing of your personal data will cease once you have withdrawn consent but this will not affect any personal data that has already been processed prior to this point.

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SIGNED

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DATED

The Sara Lee Trust, Registered in England and Wales, Charity Number 1055048.
Registered Office: 25 Upper Maze Hill, St Leonards on Sea, East Sussex TN38 0LB
The Sara Lee Trust

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