

THE SIR GARETH EDWARDS CANCER CHARITY PRIVACY NOTICE

1. WHAT'S INCLUDED IN THIS PRIVACY NOTICE?

The Sir Gareth Edwards Cancer Charity (The 'Charity') aims to support young people aged 15 to 35 in Wales who are struggling with costs caused by their cancer diagnosis, through grants to those who are eligible. The Charity also hopes to raise awareness of issues affecting this particular age group and point young people to other charities and help available to them.

The Charity is the data controller for all personal data held by the Charity. You can find out more information about us [here](#).

This document (our "privacy notice") sets out information relating to how the Charity use personal information relating to individuals we have dealings with, including members of the Charity, people who make donations to the Charity, users of our website. It also sets out information about what rights individuals have in relation to their personal information and various other matters required under data protection law.

In particular, this privacy notice provides information to individuals about how they can object to our use of their personal information, how they can withdraw any permissions they have given to us to enable us to process their personal information and how they can make a complaint.

This privacy notice contains the following sections:

SECTION HEADING	PAGE NUMBER
WHO DOES THIS PRIVACY NOTICE APPLY TO?	2
WHAT'S OUR APPROACH TO PRIVACY?	3
HOW WILL WE USE YOUR PERSONAL INFORMATION?	5
ENGAGING WITH US ON SOCIAL MEDIA	15
INFORMATION ABOUT HOW AND WHEN WE USE AUTOMATED DECISION MAKING	15
WHEN WILL WE SHARE YOUR PERSONAL INFORMATION WITH OTHERS?	15
CIRCUMSTANCES IN WHICH WE WILL SEND YOUR PERSONAL INFORMATION OUTSIDE THE UK	21
HOW DO WE KEEP YOUR PERSONAL INFORMATION SECURE?	17
WHAT RIGHTS DO YOU HAVE UNDER DATA PROTECTION LAW?	17
WHEN AND HOW CAN YOU WITHDRAW YOUR CONSENT?	21
HOW CAN YOU GET IN TOUCH WITH US AND WHO OVERSEES OUR COMPLIANCE WITH DATA PROTECTION LAW?	21
HOW CAN YOU COMPLAIN ABOUT OUR USE OF YOUR PERSONAL INFORMATION?	21
HOW WILL WE NOTIFY YOU OF ANY CHANGES TO OUR PRIVACY NOTICE?	21

2. WHO DOES THIS PRIVACY NOTICE APPLY TO?

This privacy notice applies to:

- Grant Applicants;
- Trustees;
- Donors;
- Individuals who contact us with enquiries or complaints;
- Users of our website;
- Individuals who we engage to provide services to us; and
- Individuals who engage with us on social media.

3. WHAT'S OUR APPROACH TO PRIVACY?

We take your privacy extremely seriously and want you to feel confident that your personal information is safe in our hands.

We will only use your personal information in accordance with data protection law applicable to the UK from time to time.

Under data protection law, when we use your personal information, we will be acting as a data controller. Essentially, this means that we will be making decisions about how we want to use your personal information and why.

Below, we summarise the main rules that apply to us under data protection law when we use your personal information:

1.	We must be upfront about how we intend to use your personal information and must use your personal information fairly. Providing privacy information to individuals (such as this privacy notice) is one aspect of helps us to fulfil this obligation.
2.	We must only use your personal information if one of the legal grounds set out in data protection law apply. These legal grounds include that: <ul style="list-style-type: none">• You have consented to our use of your personal information;• We need to use your personal information to perform a contract between us;• We (or someone else) has a legitimate reason for needing to use your personal information and it would not be unfair to you if your personal information was used for this purpose. This is known as having a “legitimate interest” and we must weigh up your rights and our interests before we can rely upon this ground;• We need to use your personal information to comply with the law.
3.	We must only use certain types of sensitive personal information (such as information relating to a person’s health, racial origin or religion) if we can also satisfy one of the conditions set out in data protection law. These conditions include that: <ul style="list-style-type: none">• You have given us your explicit consent to use the information;• We need to use the information in the course of the legitimate activities of the Charity and the information is not being disclosed outside the Charity;• You have made the information public;• We need to use the information to protect your vital interests or the vital interests of another person;• We need to use the information in connection with a legal claim.

4.	We must only share your personal information with others if we have a legal ground for doing so (see point 2 above) and/or (in relation to sensitive personal information) we can satisfy a condition (see point 3 above).
5.	Generally speaking, we must only use your personal information for the specific purposes we have told you about. If we want to use your personal information for other purposes, we need to contact you again to tell you about this.
6.	We must not hold more personal information than we need for the purposes we have told you about and must not retain your personal information for longer than is necessary for that purpose (known as the “retention period”). We must also dispose of any information that we no longer need securely.
7.	We must ensure that we have appropriate security measures in place to protect your personal information.
8.	We must act in accordance with your rights under data protection law (more information about your rights can be found in this Privacy Notice and on www.ico.org.uk)
9.	We must not transfer your personal information outside UK unless certain safeguards are in place. One such safeguard is that the personal data is only transferred to a country that has been approved by the UK Information Commissioners Office as having an acceptable level of data protection law or if this does not apply, we will ask for your consent to transfer your personal information outside the UK.

4. HOW WILL WE USE YOUR PERSONAL INFORMATION?

How we will use your personal information, the legal bases we will rely upon, how long we will keep your personal information and other details will depend upon who you are and why we need your personal information in the first place.

In this section, we provide specific privacy information relating to the different categories of individuals that this privacy notice applies to.

Grant Applicants

What personal information we will use	<ul style="list-style-type: none">• Your name;• Your contact details (such as your postal address, telephone number and/or email address);• Your gender• Your Date of Birth;• Your Bank Account Details;• Your health data including details of your cancer diagnosis (including dates and contact details of your treatment centre, Cancer Nurse Specialist (“CNS”), social worker, support worker and/or youth worker)
How we will obtain the personal information	<ul style="list-style-type: none">• The information will be provided by you to the Charity on its website, during your application for a grant.
What purposes we will use the personal information for	<ul style="list-style-type: none">• We will use the personal information for administrative purposes;• We will use your bank account details in relation to any grant we make to you.• We will record your name and the fact that you were an applicant for a grant from the Charity;• We will use any information regarding your health to obtain a reference and verify your diagnosis to decide whether to award a grant, we will obtain your consent to do so at the

	<p>point you make an application for a grant.</p> <ul style="list-style-type: none"> We may use your information, including your sensitive personal data, in the publication of articles, newsletters or videos on our website and other media (please see section below for more details on this).
<p>Who we share your personal information with</p>	<ul style="list-style-type: none"> Your name, address and health data may be shared with your local hospital, CNS, and/or social worker, support worker for the purposes of verifying your diagnosis and awarding you the grant. Your data maybe shared online in articles, newsletters and videos. We will obtain your consent before publication. Please see section below on newsletters, articles and videos for more details.
<p>Circumstances in which we will send your personal information outside the UK</p>	<ul style="list-style-type: none"> We do not envisage sending your data outside of the UK or EEA, however in the event either us or our data processers do need to send your Data outside the UK or EEA, then we will ensure adequate steps are taken to secure the data and protect your rights as a data subject.
<p>The legal grounds we rely upon</p>	<ul style="list-style-type: none"> We rely on the fact that processing your information in order to facilitate the giving of a grant by the Charity is in the legitimate interest of the Charity and necessary. We will obtain, as part of your application sensitive personal data, including data about your health. Our processing of that information will be carried out only where it is in the course of our legitimate activities and won't be transferred outside the Charity without your consent.

	<p>Where we do need to transfer your sensitive personal data and or publish this data in newsletters, on our website or in videos, we will ask you to provide your consent.</p>
<p>How long we retain the personal information and why</p>	<ul style="list-style-type: none"> Your details will be retained for the duration of the period necessary for the Charity to verify your diagnosis and for a period of 7 years after the Charity's decision. Articles, newsletters and videos may be retained indefinitely on our website. Please see section below on articles, newsletters and videos.
<p>Consequences of not providing/permitting us to obtain personal information</p>	<ul style="list-style-type: none"> If your name, contact details and sensitive personal data are not provided we will be unable to process your application for a grant. Failure to provide your consent for the sharing of your sensitive personal data outside of Charity may mean we are unable to verify your application and cannot process the grant to you.

Trustees

<p>What personal information we will use</p>	<ul style="list-style-type: none"> Your name; Your contact details (such as your postal address, telephone number and/or email address); Your gender Your Date of Birth; Your Bank Account Details; Your opinions Voting record at trustee meetings.
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	<ul style="list-style-type: none"> We may during the course of your position as trustee obtain sensitive personal data about you, including health data.
How we will obtain the personal information	<ul style="list-style-type: none"> The information will be provided by you to the Charity in writing or verbally.
What purposes we will use the personal information for	<ul style="list-style-type: none"> We will use the personal information for administrative purposes; We will use your bank account details in relation to any payments due to you. We will use your voting record and opinions in the administration of and for the good governance of the Charity. We will use any sensitive personal data only with your consent.
Who we share your personal information with	<ul style="list-style-type: none"> We may share your personal data, including your name and address with the Charity Commission or such other regulator of charities from time to time. We may share your name and address and status as a trustee on our website, newsletters and on social media.
Circumstances in which we will send your personal information outside the UK	<ul style="list-style-type: none"> We do not envisage sending your data outside of the UK or EEA, however in the event either us or our data processors do need to send your Data outside the UK or EEA, then we will ensure adequate steps are taken to secure the data and protect your rights as a data subject.
The legal grounds we rely upon	<ul style="list-style-type: none"> We rely on the fact that processing your information in order to facilitate the administration and good governance of the Charity is in

	<p>the legitimate interest of the Charity and necessary for the furthering of the Charity's goals and objectives.</p> <ul style="list-style-type: none"> We may from time to time obtain sensitive personal data from you. Our processing of that information will be carried out only where it is in the course of our legitimate activities and won't be transferred outside the Charity without your consent.
How long we retain the personal information and why	<ul style="list-style-type: none"> Your details will be retained for the duration of the period you are a Trustee of the Charity and a period of 7 years thereafter.
Consequences of not providing/permitting us to obtain personal information	<ul style="list-style-type: none"> If your name and contact details and other personal data listed in this section is not provided you will not be able to become a Trustee of the Charity or carry out the functions of a trustee.

DONORS

What personal information we will use	<ul style="list-style-type: none"> Your name; Your contact details (such as your postal address, telephone number and/or email address); Your Bank Account Details; Whether you are a UK tax payer; Your connection with the Charity.
How we will obtain the personal information	<ul style="list-style-type: none"> The information is provided directly by you to the Charity.
What purposes we will use the personal information for	<ul style="list-style-type: none"> We will use the personal information in order to process your donation (whether a one off or a regular donation) and to obtain any tax reimbursements through gift aid.
Who we share your personal	<ul style="list-style-type: none"> We will share your personal

information with	information with HMRC in order to obtain any gift aid tax reimbursements, where applicable.
The legal grounds we rely upon	<ul style="list-style-type: none"> Is that it is in our legitimate interests to process the personal information to process your donation and to obtain any tax reimbursements. These donations allow the Charity to further its aims and interest. By making a donation you are supporting those aims.
How long we retain the personal information and why	<ul style="list-style-type: none"> Your contact details will be retained for the duration of the giving and 7 years thereafter.
Consequences of not providing/permitting us to obtain personal information	<ul style="list-style-type: none"> Failure to provide us with your name address and bank account details will mean we cannot process any donation other than a cash or cheque donation.

INDIVIDUALS WHO CONTACT US WITH ENQUIRIES/COMPLAINTS

What personal information we will use	<ul style="list-style-type: none"> Your name; Your contact details (such as your telephone number or email address); Details of your enquiry; Your connection with the Charity (which will reveal data concerning your health), if relevant.
How we will obtain the personal information	<ul style="list-style-type: none"> Provided by you when you contact us (e.g. by making a phone call or emailing us).
What purposes we will use the personal information for	<ul style="list-style-type: none"> We will use the personal information to deal with your

	<p>enquiry/complaint;</p> <ul style="list-style-type: none"> We will make a record of your enquiry/complaint for internal administrative purposes.
The legal grounds we rely upon	<ul style="list-style-type: none"> Use of your personal information for the purpose dealing with your enquiry/complaint is based on our legitimate interest in ensuring our organisation is run efficiently and effectively; Keeping a record of your enquiry is based on our legitimate interest in ensuring we can run an efficient organisation. Where the details of your enquiry reveal data concerning your health because of your connection with or contact with the Charity, our processing of that information will be carried out only where it is in the course of our legitimate activities and won't be transferred outside the Charity without your consent.
How long we retain the personal information and why	<ul style="list-style-type: none"> Records of your enquiry/complaint and related documentation are retained until the matter is resolved to everyone's satisfaction.

INDIVIDUALS WHO USE OUR WEBSITE

What personal information we will use	<ul style="list-style-type: none"> Technical information, including the internet protocol address used to connect your computer to the internet, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform; Information about your visit, including the full Uniform Resource Locators ("URL"), clickstream to, through and from our website (including date and
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	<p>time), page response times, download errors, length of visit to certain pages and methods used to browse away from the page.</p> <ul style="list-style-type: none"> Information about you as an applicant, if you choose to apply for a grant. See Applicant section for more details.
How we will obtain the personal information	<ul style="list-style-type: none"> Some of the information is obtained by us automatically whenever you use our website in an anonymized form; Some of the information is collected by us each time you use our website through our use of cookies, these include but are not limited to: <ul style="list-style-type: none"> Google Analytics Cookie; Session Tracking Cookie; Language Cookie.
What purposes we will use the personal information for	<ul style="list-style-type: none"> The information used by us to help us to continually improve our website. Information collected through our use of cookies.
The legal grounds we rely upon	<ul style="list-style-type: none"> Our collection and use of the information is based on our legitimate interest in ensuring that our website is user-friendly and appeals to the users.
How long we retain the personal information and why	<ul style="list-style-type: none"> We don't hold identifiable personal information but do retain usage data in an anonymous form. The data is held permanently on the Google Analytics platform.
Consequences of not providing/permitting us to obtain personal information	<ul style="list-style-type: none"> If you disable our Cookies, you may be unable to use certain parts of/functions on our website.

INDIVIDUALS WHO FEATURE IN OUR NEWSLETTERS OR ARTICLES OR VIDEOS (INCLUDING ONLINE)

<p>What personal information we will use</p>	<ul style="list-style-type: none"> • Your name; • Your geographical location; • Your association with the Charity, which is likely to reveal data relevant to your health; • Other personal details you provide to us as part of your story, including sensitive personal data, such as data about your health.
<p>How we will obtain the personal information</p>	<ul style="list-style-type: none"> • Provided by you when you agree to feature in a newsletter or article and/or and or video (including on our website).
<p>What purposes we will use the personal information for</p>	<ul style="list-style-type: none"> • We will use the personal information (including sensitive personal information) provided within the article/newsletter/video; • The article/newsletter/video may be published via email, and/or in print, and/or posted on our website.
<p>The legal grounds we rely upon</p>	<ul style="list-style-type: none"> • Use of your personal information to write and publish the newsletter/article/Video is based on your consent.
<p>How long we retain the personal information and why</p>	<ul style="list-style-type: none"> • Articles, newsletters and videos remain available on our website indefinitely.
<p>Consequences of not providing/permitting us to obtain personal information</p>	<ul style="list-style-type: none"> • We will be unable to publish any article, newsletter or video with your sensitive personal data without your consent.

INDIVIDUALS WHO WE ENGAGE TO PROVIDE SERVICES TO US

What personal information we will use	<ul style="list-style-type: none">• Your name and contact details;• Your bank account details.
How we will obtain the personal information	<ul style="list-style-type: none">• Provided by you when you agree to provide us with services.
What purposes we will use the personal information for	<ul style="list-style-type: none">• To enter into an agreement with you, to contact you, to administer the agreement for services and to pay you.
The legal grounds we rely upon	<ul style="list-style-type: none">• The use of your personal information to enter into an agreement for services, for correspondence in relation to the services and associated matters and to make payment for services provided will be necessary for the purposes of taking steps prior to entering into a contract with you and for the performance of the contract between us.
How long we retain the personal information and why	<ul style="list-style-type: none">• We will retain your personal information for the duration of the provision of services and for 6 years therefore in case there should be any contractual dispute.
Consequences of not providing/permitting us to obtain personal information	<ul style="list-style-type: none">• Without your personal information, we will not be able to engage you to provide us with services nor will we be able to pay you.

5. ENGAGING WITH US ON SOCIAL MEDIA

Any social media posts or comments you send to us (on the Charity Facebook or Instagram page, for instance) will be shared under the terms of the relevant social media platform (e.g. Facebook, Instagram or Twitter) on which they're written and could be made public. Other people, not us, control these platforms. We are not responsible for this kind of sharing. We ask that, before you make any remarks or observations directly to the Charity that review the terms and conditions and privacy policies of the social media platforms you use to understand how they will use your information, what information relating to you they will place in the public domain, and how you can stop them from doing so if you're unhappy about it.

6. INFORMATION ABOUT AUTOMATED DECISION MAKING

Automated decision making takes place when an electronic system uses personal information to make a decision without human intervention.

We do not undertake any processing activities which involve making decisions about you using automated means.

7. WHEN WE WILL SHARE YOUR PERSONAL INFORMATION WITH OTHERS

Sometimes, we will need to share your personal information with others. This section sets out details of who we will share your personal information with and why. It also tells you about our legal ground for doing so under data protection law and steps we will take to protect your personal information.

Please note that we will never sell your personal information on to third parties.

SERVICE PARTNERS

Information about our service partners	<ul style="list-style-type: none">• Our service partners are other businesses that we enter into contracts with. They include:<ul style="list-style-type: none">• Suppliers and sub-contractors;• Suppliers of IT products and services;• We haven't included the names of our service partners in this privacy notice because we will deal with different service providers from time to time. However, if you would like further information about any of our current service providers, please contact us using the details set out at the bottom of this Privacy Notice.
Why we need to share your personal	<ul style="list-style-type: none">• We use suppliers and sub-

information	<p>contractors to perform certain aspects of our contracts with our applicants. For example, providing the grant or other furthering of the Charity's objects.</p> <ul style="list-style-type: none"> • We use suppliers of IT products and services in connection with the supply, maintenance and/or improvement of our IT network.
The legal grounds we rely upon	<ul style="list-style-type: none"> • The sharing of your personal data with suppliers and sub-contractors is necessary for the performance of our contract with you; • The sharing of your personal data with businesses used by us in connection with the supply, maintenance and/or improvement of our IT network is based on our legitimate interests in ensuring that the objectives of the Charity can be furthered and the Charity can function properly and efficiently and that our IT network is secure.

OTHER THIRD PARTIES

In addition to the situations described above, we may also need to share your personal information with third parties in the following circumstances:

Legal or regulatory requirements	<p>On occasion, we may be required to disclose your personal information to organisations such as regulatory bodies, the courts and the police to comply with legal obligations we are subject to and/or to prevent fraud or crime.</p>
Professional advice and legal action	<p>We may need to disclose your personal information to our professional advisers (for example, our lawyers and accountants) in connection with the provision by them of professional advice.</p>

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8. HOW DO WE KEEP YOUR PERSONAL INFORMATION SECURE?

We take various steps to protect your personal information while it is in our possession, including:

- Implementation of appropriate security measures to protect our IT infrastructure (including but not limited to the storage of your data on our secure servers);
- Implementation of internal data security policies and training for members of staff in relation to such policies.

9. WHAT RIGHTS DO YOU HAVE UNDER DATA PROTECTION LAW?

Under data protection law, you have a number of different rights relating to the use of your personal information. The table below contains a summary of those rights and our obligations. More information about your rights and our obligations can be found on the ICO website <https://ico.org.uk/>.

Your rights	What this involves	What our obligations are
A right of access	This is a right to obtain access to your personal data and various supplementary information.	<ul style="list-style-type: none"> • We must provide you with a copy of your personal information and the other supplementary information without undue delay and in any event within 1 month of receipt of your request; • We cannot charge you for doing so save in specific circumstances (such as where you request further copies of your personal information).
A right to have personal data rectified	<ul style="list-style-type: none"> • This is a right to have your personal information 	<ul style="list-style-type: none"> • We must rectify any inaccurate or incomplete information

	<p>rectified if it is inaccurate or incomplete.</p>	<p>without undue delay and in any event within 1 month of receipt of your request;</p> <ul style="list-style-type: none"> If we have disclosed your personal information to others, we must (subject to certain exceptions) contact the recipients to inform them, that your personal information requires rectification.
A right to erasure	<ul style="list-style-type: none"> This is a right to have your personal information deleted or removed. This right only applies in certain circumstances (such as where we no longer need the personal information for the purposes for which it was collected). We have the right to refuse to delete or remove your personal data in certain circumstances. 	<ul style="list-style-type: none"> If this right applies, we must delete or remove your personal information without undue delay and in any event within 1 month of receipt of your request; If we have disclosed your personal information to others, we must (subject to certain exceptions) contact the recipients to inform them that your personal information must be erased.
A right to data portability	<ul style="list-style-type: none"> This is a right to obtain and re-use your personal information for your own purposes; 	<ul style="list-style-type: none"> If this right applies we must provide your personal information to you in a structured, commonly used and machine

	<ul style="list-style-type: none"> • It includes a right to ask that your personal information is transferred to another organisation (where technically feasible). • This right only applies in certain limited circumstances. 	<p>reasonable form</p> <ul style="list-style-type: none"> • Again, we must act without undue delay and in any event within 1 month of receipt of your request; • We cannot charge you for this service.
A right to object	<ul style="list-style-type: none"> • This is a right to object to the use of your personal information. • The right applies in certain specific circumstances only. • You can use this right to challenge our use of your personal information based on our legitimate interests; • You can also use this right to object to use of your personal information for direct marketing 	<ul style="list-style-type: none"> • If you object to us using your personal information for direct marketing, we must stop using your personal information in this way as soon as we receive your request. • If you object to other uses of your personal information, whether we have to stop using your personal information will depend on the particular circumstances.
A right to object to automated decision making	<ul style="list-style-type: none"> • This is a right not to be subject to a decision which is made solely on the basis of automated processing of your personal information where the decision in question will have 	<ul style="list-style-type: none"> • Where such a decision is made, you must be informed of that fact as soon as reasonably practicable; • You then have 21 days from receipt of the notification

	<p>a legal impact on you or a similarly significant effect.</p>	<p>to request that the decision is reconsidered or that a decision is made that is not based solely on automated processing;</p> <ul style="list-style-type: none"> Your request must be complied with within 21 days.
<p>A right to restrict processing</p>	<ul style="list-style-type: none"> This is a right to 'block' or suppress processing of your personal information. This right applies in various circumstances, including where you contest the accuracy of your information). 	<ul style="list-style-type: none"> If we are required to restrict our processing of your personal information we will be able to store it but not otherwise use it. We may only retain enough information about you to ensure that the restriction is respected in future. If we have disclosed your personal information to others, we must (subject to certain exceptions) contact them to tell them about the restriction on use.

If you wish to exercise any of your rights, you can make a request by contacting us using the details set out at the bottom of this Privacy Notice.

If you request the exercise of any of your rights we are entitled to ask you to provide us with any information that may be necessary to confirm your identity.

10. YOUR RIGHT TO WITHDRAW CONSENT

If you have given us your consent to process your personal information, including sensitive personal information, you can withdraw your consent at any time. To do so, please contact us using the details set out at the bottom of this Privacy Notice.

11. CIRCUMSTANCES IN WHICH WE WILL SEND YOUR PERSONAL INFORMATION OUTSIDE THE UK

We do not envisage sending your data outside of the UK or EEA, however in the event either us or our data processors do need to send your Data outside the UK or EEA, then we will ensure adequate steps are taken to secure the data and protect your rights as a data subject.

12. HOW CAN YOU GET IN TOUCH WITH US AND WHO OVERSEES OUR COMPLIANCE WITH DATA PROTECTION LAW?

You can get in touch with us in the following way:

Email address	Eirlys@sirgarethedwardscharity.wales
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If you have any questions about this privacy notice, how we handle your personal information or if you wish to make a complaint, please contact Eirlys Edwards.

13. RIGHT TO COMPLAIN TO THE INFORMATION COMMISSIONER'S OFFICER

If we are unable to deal with a complaint to your satisfaction or if you are unhappy with the way we are using your personal data, you also have the right to make a complaint at any time to the UK's supervisory authority for data protection issues, the Information Commissioner's Office.

14. CHANGES TO OUR PRIVACY NOTICE

We may update this privacy notice from time to time. If we make any substantial updates, we will provide you with a new privacy notice. We may also notify you in other ways from time to time about the processing of your personal information.