

## UCLH Charity privacy policy

Thank you for visiting our website. We understand the importance of protecting the privacy and security of your personal information and undertake to safeguard all personal data that we collect.

This policy is written in accordance to the Data Protection Act 1998 and applies to information collected on this website.

The following policy will describe how UCLH Charity uses personal information given by people who visit our website. If you have any queries or concerns that are not covered below in regards to how UCLH Charity uses your information contact: [Trustees@uclh.nhs.uk](mailto:Trustees@uclh.nhs.uk). Tel: 020 3447 9605.

### **This policy includes:**

1. What personal information we collect
2. How we collect your information
3. How we use your information
4. How we share your information
5. How we keep your data safe and who has access to it
6. Accessing and updating of your information
7. Changes to this policy.

### **1. What personal information we collect**

The personal information we collect will depend on why you are engaging with us. It can include information such as your name, date of birth, gender, email address, postal address, telephone number and financial information needed to process donations or event fees. We may also ask you if you are a UK tax payer so that we can claim Gift Aid.

We may ask if you or your family members have been a patient and whether there is a particular area of the hospital you are interested in. This is to ensure our communications meet your requirements.

### **2. How we collect your personal information**

We collect personal information when you contact UCLH Charity personnel or anyone in connection with managing one of the charitable funds held with us, using any form of communication to enquire about our activities, make a donation or fundraise for us.

We may also collect personal data which relates to you from third parties. Your information may be shared with us by fundraising sites like Charity Checkout (our fundraising platform), JustGiving or Virgin Money. These independent third parties will only do this when you have specified that you wish to support UCLH Charity and with your clear consent. They have their own privacy policy and if you wish to know more you should contact them on how they will process your data.

We use third parties to collect data on our behalf to support our activities. This might include running raffles, event registrations and processing your donations, and ensuring our records are as up to date as possible through running address and detail verification checks.

Depending on your settings or the privacy policies for other online services like Facebook or Twitter, you might give us permission to access information from those accounts or services. The information we get from those online services depends on your personal settings, and therefore it is recommended that you check them regularly.

We may research information in the public domain on local organisations, companies and schools to find contact details to get in touch about our latest activities and appeals.

If you have provided your consent, by responding to a mailing, for UCLH NHS Foundation Trust to pass your details to us, we may contact you to keep you up-to-date about our activities, appeals and what's happening at UCLH. Please rest assured that we do not have access to confidential patient data.

### **3. How we use your information**

Your information may be used for a number of purposes including the following:

- To provide you with information that you have requested
- To help you with creating an online donation account
- To claim Gift Aid on your donation from HMRC
- To process entries into a prize draw or raffle
- To use IP addresses to identify your approximate location, to block disruptive use, to record website traffic or to personalise the way our information is presented to you
- To gain better understanding of our supporters and provide you with relevant information about our work and how you can help us, for example, information about our fundraising activities, volunteering and campaigns
- To detect and reduce fraud and credit risk
- To thank you for your support
- To ensure statutory and regulatory compliance
- To use for other purposes – but we will notify you about this and obtain your consent

However, if you do not wish your data to be used in any of the listed ways please let us know at the above address.

### **4. How we share your information**

We sometimes share your information with our trusted service providers who are authorised to act on our behalf and our fundraising platform.

We may exchange your information with other organisations for the purposes of fraud and credit risk reduction. We will be obligated to share your information if we are legally required to do so.

We will not sell your details to any third parties. We will only share your data to other parties if we have your expressed consent.

We use rigorous procedures and strict security features when we collect your personal information in order to prevent unauthorised access. However, as no data transmission over the Internet is 100% secure, we cannot guarantee the security of any information you transmit to us and you do so at your own risk.

## **5. How we keep your data safe and who has access**

We have appropriate technical controls in place to protect your personal data.

Our fundraising platform uses a secure server when you enter into any financial transaction.

Reviews are carried out to establish who has access to information that we hold and to ensure that your information is only accessible by appropriately trained and authorised personnel.

We will keep your data for as long as only necessary for the smooth running of our services. We will take into consideration our legal obligations and tax and accounting rules when determining how long we should retain your information.

When we no longer need to retain your information we will ensure it is securely disposed of, at the appropriate time. In the meantime we ensure appropriate technical controls are in place to safeguard your personal details.

### Links

The UCLH Charity website may include links to other sites, not owned or managed by us. We cannot be held responsible for the privacy of information collected by websites not managed by us.

### How do we use cookies

UCLH Charity uses cookies to give you a more personalised web service and to provide information to the owners of the site.

Cookies mean that a website will remember you. Cookies are small text files that sites transfer to your computer (or phone or tablet) to make interacting with a website faster and easier.

We use cookies on the website for our own internal purposes, to track how users navigate through the website and therefore how to improve our online services.

The information gathered from cookies help us to: review how our website is being used and therefore help us to improve our website and online services; simplify your ability to navigate through the website; personalise and improve the service offered to you by understanding your preferences and establishing which areas of the website are most relevant to you; know if the website is operating effectively.

In addition, the type of device you are using to access our website and the settings on that device may provide us with information about your device, including its type, what specific device you have, what operating system you use, the device settings, and why a crash may have happened. The operating system provider or the manufacturer of the device will have more details about what information your device makes available to us.

### Aged 16 or under

If you are aged 16 or under, you must get your parent/guardian's permission before you provide any personal information on our website.

## 6. Accessing and updating your personal information

The accuracy of your information is important to us. Please let us know of any changes at the above address. If you wish to access the information we hold about you, please send a description of the information you want and it may be necessary to send proof of your identity.

You have the right to:

- Request a copy of the information we hold about you
- Update or amend the information we hold about you
- Change your communication preferences at any time
- Ask us to remove your personal information from our records
- Raise an objection about the way in which your information is being used.

## 7. Changes to this policy

We may change this policy from time to time, if we were to make significant changes to the policy, we will highlight this clearly in our website or we may contact you directly.

**Last updated:** October 2017

UCLH Charity is registered with Fundraising Regulator.

