



## ***PRIVACY POLICY***

This Policy explains how the Friends of Bridlington Hospital (“the Friends”) collects your personal information, how it is used, processed and stored, as well as informing you what your individual data protection and privacy rights are.

### ***WHO IS RESPONSIBLE FOR PROCESSING MY PERSONAL INFORMATION?***

The Friends is a Charity and will from time to time up-date its Privacy Policy and has a named Data Control Officer, which is the entity that is responsible for the personal information, processed and stored. Personal information (or “personal data” means any information that can personally identify you, such as your name, address and contact details.

### ***WHAT PERSONAL INFORMATION DO YOU COLLECT ABOUT ME?***

Please rest assured that the Friends only collect information that is necessary to provide them assistance to enhance the progress of the Friends aims as outlined in its Constitution.

### ***HOW DO YOU COLLECT MY PERSONAL INFORMATION?***

The Friends collect your personal information directly from you, for example through completion of a prescribed form, email, or through conversations the Friends have with you and is only stored with your explicit permission.

### ***WHY DO YOU NEED MY PERSONAL INFORMATION?***

The Friends collect and use your personal information for a number of reasons, including:

- i) To communicate with you, eg provide you with up-dates on forthcoming fundraising events.
- ii) to provide reports to regulatory authority or law enforcement agencies (eg Charity Commission)

### ***WHAT LEGAL BASES DO YOU HAVE TO PROCESS MY PERSONAL INFORMATION IN THIS WAY?***

The Friends rely upon legal bases to process your personal information depending on the reason for which it has been collected or obtained it.



- i) the data subject has given consent to the processing of his or her personal data for one or more specific purposes.
- ii) Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.
- iii) Processing is necessary for compliance with a legal obligation to which the Data Control Officer is subject
- iv) Processing is necessary for the purposes of the legitimate interests pursued by the Data Control Officer or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data.

### ***WHERE DO YOU STORE AND PROCESS MY PERSONAL INFORMATION?***

The personal information that you provide to us is stored securely on devices and The Friends, follow industry standard processes which are kept up to date as required. Information is only accessed by officers of the charity if needed. All steps are taken to ensure the charity operates to the highest levels of compliance.

### ***CAN I SEE WHAT INFORMATION YOU HOLD ABOUT ME?***

Yes, if you would like to. You have the right to access the personal information the Friends hold about you and this is known as the “right of access”. You can make the request by telephone, email or by writing to us - see the **How contact us** section for further information.

### ***WHAT OTHER DATA PROTECTION RIGHTS DO I HAVE?***

#### **Right to rectify**

The Friends want to make sure that the personal information held about you is accurate and up to date. You can ask the Friends to update your personal information if you think it is out of date or incorrect.

#### **Right to be forgotten**

In certain circumstances, you can ask for the information the Friends hold to be deleted. Should there be a legal or contractual obligation to hold your personal details the Friends may not be able to carry out your request. However, the Friends will explain this fully to you should this occur.

#### **Right to restriction of processing**

You can ask the Friends to limit how your details are used. For example, if you have challenged the accuracy of your personal details, you can request that we do not use it until it has been rectified.



### **Right to object to processing**

You have the right to object to the processing of your personal information in certain circumstances. This includes where processing is based upon our legitimate interest and where we process your personal information.

### **Right to data portability**

You have this right if the Friends process your personal information by automated means and processing is based upon consent or performance of a contract. In such cases, you can obtain the information the Friends hold on you and reuse it for your own purposes, including to move, copy or transfer your personal information to another controller. Note that the information you can access under the right to data portability is different from the right of access.

If you want to exercise any of these rights, or have any queries in relation to them, you can make the request by telephone, email or by writing to the Friends - see **How to contact us** section for further information.

The Friends will respond to your request as soon as possible and always within statutory timeframes. Note that it may be necessary for us to contact you to certify your identity before we can deal with your request.

### ***CAN I CHOOSE HOW TO BE CONTACTED BY THE FRIENDS?***

Yes, of course, you can choose how you want to be contact at any specific times whether it is by post, email or telephone.

*Email:* [info@friendsbridhosp.org.uk](mailto:info@friendsbridhosp.org.uk) *Website:* [www.friendsbridhosp.org.uk](http://www.friendsbridhosp.org.uk)

*Facebook:* [facebook.com/friendsbridhosp](https://www.facebook.com/friendsbridhosp) *Twitter:* @friendsbridhosp

### ***DO YOU SHARE MY PERSONAL INFORMATION WITH OTHER BODIES?***

There may be some circumstances where the Friends may share your name, address and email address with others. This is done to when it is necessary to fulfil our legitimate interests - eg contact with hospital authorities or Charity Commission

### ***HOW TO CONTACT US***

If you would like to contact the Friends regarding your personal information, as detailed in the policy or wish to amend your contact preferences, then simply get in touch using one of the following options.

**Email** the Friends:.....[infor@friendsbridhosp.org.uk](mailto:infor@friendsbridhosp.org.uk)

**Write** to us via           The Hospital Secretary, Bridlington Hospital, Bessingby Road, Bridlington, YO16 4QP.

The current **Data Control Officer** is Carol French



The Friends hope to resolve any query concern you raised. However, if you are not happy with how the Friends have handled your personal information then you have the right to complain to the Information Commissioner's Office (ICO). You can write to Wycliffe House, Water Lane, Wilmslow, Cheshire, SK95AF, telephone 303 123 1113 or visit the ICO website at [ico.org.uk](http://ico.org.uk) for more information.

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Charity No 225316



**FRIENDS OF BRIDLINGTON HOSPITAL**  
(Charity No 225316)

**GDPR General Data Protection Regulations  
Individual Persons Data Information**

The Friends of Bridlington Hospital will not sell or pass your details of any third party. Your data will be stored securely and in accordance with regulations. They will not store your data for any other purposes than those relating to the work of the Charity. They will only contact you by your preferred method and therefore it is important for The Friends how you wish to be contacted.

Your Name:  
Title: (Mr/Mrs/Ms/Other .....

First Name .....

Surname: .....

Home Address:  
.....  
.....  
.....

Telephone No(s) (Landline) .....  
(Mobile) .....

Email Address .....

Please ensure that you indicate the method by which you prefer to be contacted  
You may indicate more than one preference. (This is really important, given the changes to privacy laws in the charity sector).

- Email
- Post
- Telephone
- Text
- Social Media