

Privacy & Data Management Policy

Under new laws, effective from May 2018, we need to provide you with certain details concerning how your personal data will be used and protected.

The Elizabeth Coteman Fund takes the protection of the data we hold about you extremely seriously and we are committed to respecting your confidentiality and privacy. This policy explains how we collect and use personal information we collect, how we comply with the law on data protection, and what your rights are.

Personal data collected by us is for the sole purpose of helping to deliver our stated, and constitutional, aims and objectives – [read our constitution](#).

Data is never collected, held or shared about you, by us, without your express permission.

Names of data controller	The Elizabeth Coteman Fund
Categories of personal data we collect and how we collect it	<p>We collect data relevant to - our grants programmes, and our support and referral services, including, where needed:</p> <ul style="list-style-type: none"> Name & contact details of patients (you and/or your family) (Some) clinical and financial information Information from other charities who are also supporting you Relevant information relating to any requests you make for grant funding (personal circumstances and plans, etc.) Information required by law for Gift Aided donations Contact information for our supporters and fundraisers <p>We collect personal data about you, for example, when:</p> <ul style="list-style-type: none"> You ask us to provide support or undertake enquiries or tasks on your behalf (e.g. obtaining a Blue Badge) You make a grant application You become a donor, fundraiser or volunteer You contact us with an enquiry A third party contacts us on your behalf <p>We ask you to ensure that you contact us if your personal information or contact details change.</p>
Our sources of the personal data	<p>We obtain personal data from:</p> <ul style="list-style-type: none"> Patients and their families and/or carers NHS hospital consultants and other clinical staff Other charities involved in supporting you Our donors and supporters (e.g. Gift Aid details)

Automated decisions we may take	None
Purposes for which we process personal data	<p>The Elizabeth Coteman Fund will process the personal data for:</p> <ul style="list-style-type: none"> • Providing support and advocacy and onward referral • Research into. e.g. patient/family experience, and for evaluation of our own services and support • Processing grant applications • Providing you with relevant information about our work – you will always have the right to decline future contact • Compliance and quality purposes
Who we will disclose your personal data to	<ul style="list-style-type: none"> • NHS staff involved in your care • Other charities involved in your care/support • Volunteers (attached to The Elizabeth Coteman Fund) who may be working with you on our behalf <p>NB – your personal data will not be shared with a third party without your prior knowledge and permission, unless we are required by law to release it.</p>
Legal basis for processing your personal data	<p>The legal basis for the collection/processing of your personal data is:</p> <ul style="list-style-type: none"> • For legitimate and relevant administration, governance and programme delivery purposes relating to our stated aims and objectives
Your right to withdraw consent	<p>Where you have given your consent to any processing of personal data, you have the right to withdraw that consent at any time. If you do, it will not affect the lawfulness of any processing for which we had your consent prior to your withdrawing it.</p>
Location of your personal data	<p>The Elizabeth Coteman Fund will keep your personal data within the European Economic Area.</p>
How long we will keep your personal data for	<p>We will not retain your personal data for longer than is reasonable and necessary for the purposes for which it was collected. We shall retain your personal data for such time as you or a family member is receiving support from, or associated with, The Elizabeth Coteman Fund.</p>
Your rights in respect of your personal data	<p>You have the right of access to your personal data and, in some cases, to require us to restrict, erase or rectify it or to object to our processing it, and the right of data portability. Depending on the amount of work involved a fee may be payable if you request details of personal information held about you.</p>
Our contact details	<p>E: info@ecfund.org T: 01223 782171 W: www.ecfund.org</p> <p><u>If you require a larger print version of this policy please email us at:</u></p> <p>info@ecfund.org</p>

Enquiries	<p>If you have any questions or queries relating to what data we hold for you, how we are handling your data, or if you wish to change the details we hold, please do not hesitate to get in touch with us – a list of the Charity’s trustees can be seen on our website and queries can be addressed directly to any one of them. Depending on the amount of work involved a fee may be payable if you request details of personal information held about you.</p>
Complaints	<p>If you have any concerns or complaints about how we are handling your data please do not hesitate to get in touch with us (as above). You can also contact the Information Commissioner’s Office who will also advise you of your rights:</p> <p>Telephone: 0303 123 1113 Website: https://ico.org.uk/global/contact-us/</p>
How we comply with the law on data protection	<p>We aim to comply fully with guidance issued by the Information Commissioner’s Office.</p>
Security of your data	<p>In order to prevent unauthorised or unnecessary access or disclosure of your data we have put in place physical, electronic and management processes to safeguard and secure the data we collect. One of our trustees has been appointed to monitor our approach to data management and security, both of which are discussed at every full meeting of the Board of Trustees.</p>