

PATRON: Sir Paul McCartney

PRESIDENT: Anne Phillips

VICE-PRESIDENT:
John Stevenson



The Rye, Winchelsea & District
Memorial Hospital Ltd
Peasmarsh Road
Rye Foreign
Rye, East Sussex
TN31 7UD

HONORARY MEMBER: Michael Oliphant

Telephone: 01797 223810

DATA PRIVACY NOTICE

1. What is personal data?

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 likely to come into such possession. The General Data Protection Regulation (GDPR) governs the processing of personal data. In the case of the Friends of the Hospital at Rye ('the Friends'), the only information kept on the computer system relates to basic contact details for members, volunteers and contacts. No financial information is retained should any card details be taken over the phone, for example, these details are securely destroyed after the transaction has been affected. Details of the amount of donations are recorded to ensure compliance with the requirements of HMRC.

2. Who controls the data?

The Friends is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes. The Company Secretary is the only person who has access to the computer records and therefore processes the data. Security is maintained at all times.

3. How do we process personal data?

The Friends comply with the 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 your personal data for the following purposes:

- to administer membership records;
- to maintain our own accounts and records;
- to inform you of news, events, activities and services organised by The Friends; and
- the Friends do not share your data with any third party.

4. What is the legal basis for processing your personal data?

Processing is carried out on the basis that The Friends have a legitimate interest in keeping members and contacts informed about news, events, activities and services, processing Gift Aid donations and keeping those interested informed about organisational events.

Processing is also necessary for carrying out obligations under taxation or any other relevant law.

Incorporating The Friends of the Hospital at Rye

Registered Charity in England & Wales No. 1014232

VAT Registration No. 8796884 30. Company No. 02740665

Registered Office: The Memorial Care Centre, Peasmarsh Road, Rye Foreign, Rye East Sussex TN31 7UD

Email: fundraising@ryehospital.org.uk

Website: www.ryehospital.org.uk

Processing is carried out on the basis that:

- the processing relates only to individuals with a connection to The Friends or any of its services; and
- the Friends do not share your data with any third party.

5. Sharing personal data

Personal data will be treated as strictly confidential and will only be shared for purposes connected with the organisation. The Friends do not share your data with any third party.

6. How long do we keep personal data?

We keep data in accordance with the guidance set out in the Data Protection Act and under the requirements of General Data Protection. When we are no longer required to retain personal information, it will be deleted from our systems.

7. Your rights and your personal data

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

- to request a copy of your personal data which The Friends hold about you;
- to request that The Friends corrects any personal data if it is found to be inaccurate or out of date;
- to request your personal data be deleted where it is no longer necessary for The Friends to retain such data;
- to withdraw your consent to the processing at any time;
- to request that The Friends provide you with your personal data;
- where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction be placed on further processing;
- to object to the processing of personal data; and
- to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we need to use your personal data for a new purpose that is not covered by this Data Privacy Notice, then we will provide you with a notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where necessary, we will seek your prior consent to the new processing.

9. Contact details

To exercise all relevant rights, queries or complaints please contact the Company Secretary of Rye, Winchelsea & District Memorial Hospital Ltd on 01797 228842 in the first instance. You can contact the Information Commissioner's Office on 0303 123 1113 or visit their website at <https://www.ico.org.uk>. Their address is:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF