



# ABOVE & BEYOND CANCER FOUNDATION

## Personal Support through Personal Experience

### GENERAL DATA PROTECTION REGULATION

## PRIVACY NOTICE

*(Reviewed August 2023)*

On the 25<sup>th</sup> May 2018 the new General Data Protection Regulation will come into effect. Therefore, please find below details outlining how we collect and use your data. As a charity we take the responsibility of gathering and using your data very seriously. As a cancer charity we collect data, only as a view to offer you the best support and guidance. Information gathered by us will never be passed onto a third party without your consent. For clarity, Karen Chin & Jayne Proctor may be both data controller/data processor for your personal data.

This Privacy Notice will cover the following:

- What Information We Gather
- Our Database
- Why We Gather This Information
- Information Gathered at our Holistic & Wellbeing Days
- Other Data Uses
- Consent
- Your Rights to Your Data
- Complaints

**WHAT INFORMATION WE GATHER:** Once you have contacted us the following information is gathered through our conversation with you and handwritten in a notebook:

- Full Name
- Age
- Address/Location
- Marital Status / Children
- Contact details; telephone/email
- Type of Cancer / Stage of Cancer
- Date of Diagnosis / Prognosis
- Hospital where treatment is taking place
- Treatment Plan

The above data is initially written in a notebook and once you are happy to receive support and guidance from the charity your name and contact details are then put into the phone system and database. The phone system is a mobile phone which is password protected and the database is on a computer with facial recognition access and password protection.

#### **DATABASE:**

The following information is kept on our database:

- Name
- Telephone Number
- Month of Introduction to the charity
- Type of Cancer
- Address

The information is kept for approximately five years after initial contact, although this timescale is flexible depending on your circumstances and stage of cancer.

#### **WHY WE GATHER THIS INFORMATION:**

The objectives of the charity is to offer you help, support and guidance. In order for us to do this to the best of our ability it is helpful for us to know this information so we can best utilise the resources we have to meet your needs.

#### **INFORMATION GATHERED AT HOLISTIC & WELLBEING DAYS:**

As a charity we hold and completely fund holistic and wellbeing days, approximately twice a year. In order for these events to run smoothly for the therapists and yourself the following information is gathered:

##### **1. Initial Correspondence & Preferred Treatment Sheet:**

WHY: To ascertain whether or not you would like to attend the Holistic & Wellbeing event

WHO GATHERS THE DATA: Co-Founder Karen Chin.

DATA REQUIRED:

- Full Names of those attending Holistic & Wellbeing Days and your relationship (mother, husband etc)

WHAT HAPPENS TO THE DATA: Data is then put into the booking system. The data is then shredded/deleted.

##### **2. Medical Questionnaire:**

WHY: In order for the therapists to provide the best treatment possible, it is imperative that they are aware of conditions relating to your cancer.

WHO GATHERS THE DATA: Co-founder Karen Chin and the respective therapists

DATA REQUIRED:

- Name
- Address
- Contact Details
- Date of Birth
- Medical History (allergies, operations, last chemotherapy etc)
- Type of Cancer
- Date Diagnosed
- Current Medications

WHAT HAPPENS TO THE DATA: The questionnaire is shown to each therapist that will be treating you on the day. At the end of the event it is handed back to the organisers of the event. The information is placed in a plastic wallet, which is then filed for seven years (in line with holistic/complimentary therapy guidelines)

WHERE IS THIS DATA KEPT: It is kept in a locked document box at the charity address.

#### **OTHER DATA USES:**

##### **Holistic/Complementary Therapies:**

As a charity we fund holistic/complimentary treatments for you, should this be something you would find beneficial. In order for this to happen, your telephone number may be given to an appropriate therapist who will provide the appropriate treatment. This information is never passed onto any third party without your

consent. In most cases, you will be given the contact details of the therapist that has been recommended, so that you are able to organise the treatment in-line with your own schedule.

### **Wyboston Lakes Resort:**

The only instance where we are giving information to a third party is when we are booking a spa day/stayover package with the above resort on your behalf. We need to complete and return a booking form with them and the following information is gathered, once again to make sure that the best possible experience is had by yourself.

- Name
- Address
- Contact Details (telephone numbers, email)
- Name of Loved One attending, if applicable
- Type of Cancer
- Other information (this would cover any aspect that the patient would feel would be pertinent to their stay/treatment)

This data is then sent by email to the above resort and a copy is left on file on the computer held at the charity address until the booking has taken place – it is then DELETED.

**CONSENT:** Consent is required for Above & Beyond Cancer Foundation to process your personal data but it must be explicitly given. By consenting to this privacy notice you are giving permission for your personal data to be specifically used for the purposes identified. **Unless we hear from you, we will undertake that you consent for your data to be used as outlined above.**

Where we are asking you for sensitive personal data we will always tell you why and how the information will be used and/or will refer you to this privacy notice.

### **YOUR RIGHTS TO YOUR DATA:**

After reading this notice, should you decide:

- a) that you would like Above & Beyond Cancer Foundation to delete your data OR
- b) that you would like a copy of the data held by Above & Beyond Cancer Foundation OR
- c) that you would like to amend the data held by Above & Beyond Cancer Foundation

Please contact either Karen Chin or Jayne Proctor as a matter of urgency, via telephone, email or text and this will be arranged immediately.

**COMPLAINTS:** Should you have any complaints with how your data is being used by Above & Beyond Cancer Foundation, please get in touch with Liz Roe at [liz.roe@outlook.com](mailto:liz.roe@outlook.com) (Trustee) and your complaint will be dealt with as a matter of urgency.

Karen Chin & Jayne Proctor

CO-FOUNDERS OF ABOVE & BEYOND CANCER FOUNDATION

*(Above & Beyond Cancer Foundation is a registered charity in England & Wales 1173983)*