



PRIVACY POLICY

We process personal information to enable us to provide a voluntary service for the benefit of the national public as specified in our constitution; administer membership records; to fundraise and promote the interests of the charity; manage our employees and volunteers; maintain our own accounts and records. Our processing also includes the use of CCTV systems for the prevention of crime.

Type/classes of information processed

We process information relevant to the above reasons/purposes. This may include:

- personal details
- family details
- ☒ lifestyle and social circumstances
- membership details
- goods and services
- financial details
- education and employment details
- visual images, personal appearance and behaviour

We also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs of a similar nature
- offences and alleged offences
- criminal proceedings, outcomes and sentences
- trade union membership

Who the information is processed about

We process personal information about:

- members
- staff, volunteers
- supporters
- complainants, enquirers
- ☒ advisers
- representatives of other organisations
- individuals captured by CCTV images

Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may

need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- members
- family, associates or representatives of the person whose personal data we are processing
- employees
- current, past and prospective employers
- healthcare, social and welfare organisations
- providers of goods and services
- educator and examining bodies
- financial organisations
- employment and recruitment agencies
- survey and research organisations
- business associates and professional advisers
- police forces
- local and central government
- other companies in the same group as the data controller
- other voluntary and charitable organisations

Trading and sharing personal information

Personal information is traded and shared as a primary business function. For this reason the information processed may include name, contact details, family details, financial details, employment details, and goods and services. This information may be about customers and clients. The information may be traded or shared with business associates and professional advisers, agents, service providers, customers and clients, and traders in personal data.

Undertaking research

Personal information is also processed in order to undertake research. For this reason the information processed may include name, contact details, family details, lifestyle and social circumstances, financial details, goods and services. The sensitive types of information may include physical or mental health details, racial or ethnic origin and religious or other beliefs. This information is about survey respondents. Where necessary or required this information may be shared with customers and clients, agents, service providers, survey and research organisations.

Transfers

It may sometimes be necessary to transfer personal information overseas. When this is needed information is only shared within the European Economic Area (EEA). Any transfers made will be in full compliance with all aspects of the data protection act.