

Version 1.3 14/1/2019

This Privacy Notice explains how we store and use the Personal Information of all Supporters who trust the Charity with contact and other information either directly, or indirectly through one of the donation services we use. We take great care to protect your personal information and give you the opportunity to manage how it is used.

Who we are

The Prostate Project is a registered charity, please see our Charity Commission website entry. We are managed entirely by volunteers.

The Charity can be contacted at:

The Prostate Project, Stokes Urology Centre, The Royal Surrey County Hospital, Egerton Rd, Guildford GU2 7XX
prostate-project.org.uk info@prostate-project.net 01483 406 870 ext 6309

Our records

We maintain a Supporters database and a Mailchimp list to manage email messages. Our Support Group maintains separate contact information if you ask to be informed about their meetings and events. The contact information we hold has been explicitly provided because you asked us to keep you informed. Thus our contact with you is on the basis of Legitimate Interest. From time to time we may at our discretion ask you to reconfirm your wish to be kept informed.

We also keep Gift Aid records associated with donations as required by HMRC.

We use your contact information to send you news about the Prostate Project, to inform you about our fund raising events, to invite your feedback and further support. The database is also used for administration and for statistical analysis.

Database

Your name, contact information and any donation amounts are recorded in our database when you opt to be contacted. Contact information may include email address, postal address, telephone number and your contact preferences. We also record which events you attend.

Much of our contact information is obtained from the donation services we use, Virgin Money, BT MyDonate and JustGiving, all of which are GDPR compliant.

Mailchimp

If you have given us your email address we use the GDPR compliant Mailchimp service to send you emails. Your name, email address and a list of emails sent to you is held online on Mailchimp servers. Using the link at the foot of every message, you can check that the your contact details are correct or unsubscribe from the list.

Retention and How to Unsubscribe (Database and Mailchimp)

Your personal contact information remains on our records until you unsubscribe.

If you no longer wish to be kept informed, please contact us by any of the routes shown at the top of this document or by clicking unsubscribe on a Mailchimp message. If you have Gift Aided your donations we are legally obliged to keep your mandate and donation history on file for as long as HMRC requires. Your anonymised donation records always remain on the database.

Support Group

The Charity facilitates a Support Group enabling those with prostate cancer or their relatives to exchange experience and voice their concerns.

When you ask to join the Support Group we collect the minimum of contact information needed for organising meetings, ie your name and preferred means of contact. So you can benefit from peer experience we also ask you optionally to supply the date and nature of the cancer treatment you may have received.

Your contact information remains on our records until you ask to be removed or until 2 years after you last attended a group meeting or made contact with the Support Group.

You can contact the Support Group at any time on 0800 0355 302 or by email at supportgroup@prostate-project.net, including, if you wish, to ask for your Support Group contact information to be deleted.

Limitations on our use of your Personal Information

Your personal information is never used to send messages on behalf of third parties nor revealed to others unless there is a legal necessity. We never share personal information with other charities or any other third party.

If anything in these privacy conditions is not acceptable to you, you should unsubscribe.

Data Security

Your information can be seen and processed by authorised Committee members on a need-to-know basis who are required to confirm in writing that they will comply with this Privacy Notice and with our comprehensive security arrangements.

Your rights

You have the right to withdraw at any time any consent you have given to our recording and processing of your personal information. The contact details for doing so are shown at the top of this page.

If you wish to know what personal information we hold about you or you believe the information we hold on you may be incorrect you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have used your personal information, we will investigate. For all of these, please email info@prostate-project.org.uk

If you are not satisfied with our response and continue to be unhappy about our processing of your personal information you can complain to the Information Commissioner's Office (ICO). The information for doing this can be found at <https://ico.org.uk/concerns/> and select 'Report a Concern'.

Winding up

Should the Charity be wound up we will delete all personal information except any we are legally obliged to keep. No personal information will be transferred elsewhere without your explicit consent.

Revisions

This document is regularly reviewed and published on the Charity website prostate-project.org.uk. We will advise supporters if we need to make significant changes. If you do not agree to the revised conditions you will be able to unsubscribe.