**The Will To Survive Trust**

**Privacy Policy**

This Privacy Policy applies to information we “The Will To Survive” collect and process about individuals who interact with our charity. It explains what personal data we collect and how we use it, following the principles of General Data Protection Regulation (GDPR) brought into force by the Data Protection Act 2018.

Personal data is information which relates to an identified or identifiable living individual.

You can find further information about the Data Protection Act and GDPR by visiting the Information Commissioner’s Office website at <https://ioc.org.uk/>

**If you have any comments or questions about this Privacy Policy, feel free to contact us at willtosurvivetrust@gmail.com**

## 1. Data Protection Principles

The Trust is committed to processing data in accordance with its responsibilities under the GDPR.

Article 5 of the GDPR requires that personal data shall be:

* processed lawfully, fairly and in a transparent manner in relation to individuals;
* collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
* adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
* accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
* kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods inso far as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
* processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

## 2. Personal data that we process

The following table explains the types of data we collect and the legal basis, under current data protection legislation, on which this data is processed.

|  |  |  |
| --- | --- | --- |
| **Action** | **Data (key elements) collected** | **Our Legal Basis for collecting, processing and storing that data** |
| Enquiring about “The Will To Survive” and its work | Name, email, message | Legitimate interests - it is necessary for us to read and store your message so that we can respond in the way that you would expect |
|  |  |  |
| Filling in a Grant Application Form on behalf of an individual. | Person’s name, address & age; Relevant information for the application; parent’s/carer’s name, email, contact number; | Vital interests – this information is necessary to allow our Trust to process their application. |
|  |  |  |
|  |  |  |
| Making a donation to “The Will To Survive” through a third party data processor such as Golden Giving, Stewardship, Giveall2Charity | Name, email, address; payment information | Legitimate interests - this information is necessary for us to fulfil your intention of donating money and your expectation of receiving a confirmation message; it also allows for accurate recording of and accounting for our income. |
| Making a donation or payment to “The Will To Survive” bank account | Name, payment amount, email where provided | Legitimate interests – this information is necessary for us to fulfil your intention of donating money to us. This information is also necessary for “The Will To Survive” to accurately record and account for its income. |
|  |  |  |
| Providing a Gift Aid declaration | Name, address, signature, tax status | Legal obligation – this information is necessary to comply with the HMRC regulations for Gift Aid |
|  |  |  |
| Entering a contract with “The Will To Survive” for services/products provided by you | Name/s, email; bank details of the service provider | Contract – this information is necessary for us to fulfil a contractual relationship, such as making a payment for services/products provided by you |
| Disclosing possible safeguarding concerns | Name, age, date of birth, address of person concerned about; parent/carer email and/or phone number; name & contact number of recorder; names of witnesses | Vital interests – this information is necessary to comply with our Safeguarding Policy. |
|  |  |  |
| Providing personal information as a trustee | Name , email, contact number | Legitimate interests – this information is necessary for us to communicate with you in terms of charity governance |
|  |  |  |

## 3. How we use your data

We will only use your data in a manner that is appropriate considering the basis on which that data was collected, as set out in the table at the top of this policy.

For example, we may use your personal information to:

* reply to enquiries you send to us;
* handle donations or other transactions that you initiate;
* where you have specifically agreed to this, send you communications by email relating to our work which we think may be of interest to you;
* provide appropriate care for you or your child when attending an event or residential;
* meet legal requirements (such as in reclaiming tax through Gift Aid or recording safeguarding concerns
* meet financial costs for services provided to “The Will To Survive” Trust.

## 4. When we share your data

We will only pass your data to third parties in the following circumstances:

* you have provided your explicit consent for us to pass data to a named third party;
* we are using a third party purely for the purposes of processing data on our behalf and we have in place a data processing agreement with that third party that fulfils our legal obligations in relation to the use of third party data processors.
* we are required by law to share your data.

## 5. How long we keep your data

We take the principles of data minimisation and removal seriously and have internal protocols in place(i) to ensure that we only ever ask for the minimum amount of data for the associated purpose and delete/destroy that data promptly once it is no longer required.

Data relating to the disclosure of a Safeguarding issue will be kept and passed securely to the Designated Safeguarding Lead who will follow the procedures outlined in our Safeguarding Policy.

Where data is collected on the basis of consent, we will seek renewal of consent at least every three years.

## 6. Rights you have over your data

You have a range of rights over your data, which include the following:

* Where data processing is based on consent, you may revoke this consent at any time and we will make it as easy as possible for you to do this.
* You have the right to ask for rectification and/or deletion of your information. (Exceptions apply(ii).
* You have the right of access to your information.
* You have the right to lodge a complaint with the Information Commissioner if you feel your rights have been infringed.

A full summary of your legal rights over your data can be found on the Information Commissioner’s website [here](https://ico.org.uk/).

Please note that relying on some of these rights, such as the right to deleting your data, will make it impossible for us to continue to deliver some services to you. However, where possible we will always try to allow the maximum access to your rights while continuing to offer our services to you.

## 7. Security

1. The Trust shall ensure that personal data is stored securely using robust modern software that is kept-up-to-date or in locked cabinets where the data is non-digital.
2. Access to personal data shall be limited to personnel who need access and appropriate security should be in place to avoid unauthorised sharing of information.
3. When personal data is deleted this should be done safely such that the data is irrecoverable.
4. Appropriate back-up and disaster recovery solutions shall be in place.

8. Modifications

We may modify this Privacy Policy from time to time and will publish the most current version on our website. We will notify you of any changes.

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i Application for Welfare Grant Form; Data Asset Register.

ii Exceptions apply where data collected and processed relates to a Safeguarding concern. This data must be kept and processed in line with our Safeguarding Policy procedures.