



Paddlers for Life (Windermere)

## DATA PROTECTION POLICY 2023

### **Privacy of personal information**

From 25th May 2018, an EU regulation called the General Data Protection Regulation (GDPR) came into force. This requires us to formally inform you of our policy for collecting and processing your personal data. The UK will continue to apply this regulation after leaving the EU.

### ***What data we hold about you:***

We collect and record the following information, where provided:

- Date of joining Pfl.
- Your name and your postal address.
- Your email address and telephone number.
- Your date of birth where given. Currently collected as within an age range.
- How you heard of Pfl.
- Whether you are a survivor (breast or other cancer) or supporter.
- Emergency contact details.
- Any attendance registers
- Any official letters and emails that you address to the Charity or to individual Trustees, together with our replies.
- Payments made to the Charity - we record the amount, date, method of payment, and what the payment was for (such as your annual subscription, any donations, event bookings), and we will retain your Gift Aid declaration form, if you have registered with us for Gift Aid.
- Occasional photographs and/or videos taken during the Charity's activities and events, if you have agreed to this.

### ***What we do with this information:***

We require your personal information for the following reasons: -

- General administration, covering subscription payment monitoring, preparation of the Charity's accounts, statistics on membership numbers and categories, and keeping you informed of our activities.
- We will regularly communicate updates to you so that you are kept as informed as possible about current and future events.

- Feedback from you will be used to assist in determining the future direction of the Charity, including selecting ideas and themes for future events and ensuring the smooth running of the Charity.
- Photographs/videos may be displayed on our media sites, or in printed publications (e.g., leaflets/articles) to raise awareness of the activities of the Charity.
- We use details such as age range and medical information when applying for some grants/ funding. This is numerically collected and not specific to an individual.

***How long we will keep your personal information:***

- We will remove your personal information from our systems two years after the end of the year in which your membership ceases.
- We may sometimes have personal data on booking forms for events, both in paper and electronic format; these will be destroyed one month after the event has taken place. Information removal in respect of events is the responsibility of the person(s) organising the events and who therefore hold that information.
- Financial information concerning receipts and payments, including the Charity's bank statements, will be retained for seven years. (Financial aspects are covered by Law / Charity Commission.) The Pfl Treasurer will have responsibility for monitoring and actioning this.
- Gift Aid declarations and related information necessary to support Gift Aid claims from HM Revenue and Customs (HMRC) will be retained for seven years.
- We will continue to keep any information on our systems for longer than this if you have expressly asked us to do so.

Overall responsibility for the removal of personal information lies with the Trustees (who will receive reminders via the 'Planning Document').

***How we will share the information we hold:***

We will not share any information we hold about you with any other individuals or companies or other organisations for any reason. The only exception is the information that we are obliged to share with Her Majesty's Revenue and Customs to support Gift Aid claims.

We will not sell, distribute or lease your personal information to third parties.

***Where we hold your data:***

Your information is held securely on a combination of paper file, computers and online in the cloud.

***Access to your data:***

Full access to your data is only available to the Trustees. Access to this information by Trustees, or others with specific tasks as agreed by the Trustees, is only as necessary for the efficient running of the Charity. Information will not be shared with other members or third parties without an individual's written consent.

***Your rights of access:***

You have the right to check the information we hold about you and to change your personal details. Please ensure your contact details i.e., name, address and email, together with any health or other

details you wish us to hold, are kept up to date with the Charity.  
You also have the right to have your personal information removed from the databases at any time though this will affect our ability to communicate with you.  
Requests for these should be addressed to the Trustees.

**Policy adopted** 12.02.23.

**Policy review date:** November 2024

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