

Data Protection Policy

This is the policy of Let's Talk About Mouth Cancer SCIO (SC045100) to demonstrate compliance with the General Data Protection Regulations (GDPR) that came into force on 25th May 2018. This policy is to be read alongside the appropriate Privacy Notices. The policy will be reviewed annually or sooner should changes to our activities or legislation require.

Data Protection Contact:

Ewan MacKessack-Leitch
Hollybank Lower,
High Street,
Aberdour,
Fife. KY3 0SY
ewan@ltamc.org

Data Protection Officer:

Not required under the GDPR.

Reasons and Purposes for Processing Information

We process personal information to enable us to provide a voluntary service for the benefit of the public as specified in our constitution; to fundraise and promote the interests of the charity; manage our volunteers; maintain our own accounts and records. We also collect data for research purposes relating to education and health.

Privacy Notices

These can be found on our website: www.ltamc.org and will be clearly signposted to any individual when their data could be collected by us.

Individual rights

We respect the rights of individuals towards their personal data. Anyone wishing to exercise their rights (where appropriate as detailed in the privacy notice) of access, rectification, erasure, restriction, data portability, and/or objection should contact the Data Protection Contact named above.

LET'S TALK ABOUT MOUTH CANCER
SCOTTISH CHARITABLE INCORPORATED ORGANISATION
SC045100



Type/classes of information processed

Purposes of processing	Categories of individuals	Categories of personal data	Lawful basis for processing (as defined by GDPR)	Retention Period
Trustee administration	Current charity trustees	Contact details Financial details Professional details	Legal obligation	Defined by charity law – currently 6 years.
Volunteer administration	Occasional & regular volunteers	Contact details Professional details Visual images	Legitimate interests: 1. Perform charity activities 2. Volunteers essential to function must be able to contact. 3. No negative effect foreseeable.	5 years since last contact.
Supporters and fundraiser administration	General public Sponsors Donors	Contact details Financial details	Legitimate interests: 1. Raise charity funds 2. Cannot function without funds. 3. No negative effect foreseeable.	5 years since last contact.
Educational events facilitation	Delegates to any educational activity	Contact details Professional details Visual images	Contract	10 years as defined by GDC CPD cycles.
Healthcare research	Healthcare professionals General public Targeted demographic groups	Anonymised personal details Lifestyle and social circumstances Education and employment details Special category data collected <ul style="list-style-type: none"> • ethnic origin; • health; • sex life; • sexual orientation. 	Legitimate interests: 1. Inform charity work 2. Research in healthcare requires personal data to be robust and comprehensive. 3. No negative effect foreseeable. Condition for special category data <ul style="list-style-type: none"> • processing is necessary for scientific or research purposes. 	Indefinite once anonymised (performed as soon as practical) and used for research after which no longer subject to GDPR.

Hollybank Lower, High Street, Aberdour, Fife. KY3 0SY
 contact@ltamc.org



@couldbeUrMouth

www.ltamc.org



facebook.com/letstalkaboutmouthcancer

Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and with other organisations. Where this is necessary we are required to comply with all aspects of the GDPR. 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:

- Trustees.
- Family, associates or representatives of the person whose personal data we are processing.
- Healthcare, social and welfare organisations.
- Providers of goods and services.
- Educator and examining bodies.
- Survey and research organisations.
- Business associates and professional advisers.
- Police forces.
- Local and central government (including HMRC).
- Other voluntary and charitable 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 GDPR.

Data Breach Reporting Procedure

Any data breach will be reported to the ICO within 72 hours. Should a breach produce a high risk of adversely affecting individuals' rights and freedoms, that individual will be informed without undue delay. All data breaches will be recorded even if not reported.

Last reviewed: 25th May 2018

