



Privacy Notice – Trustees

How we use your information

Let's Talk About Mouth Cancer (LTAMC) uses personal data to meet all obligations associated with charity governance as set out by the constitution and for relevant requirements set out by legislation, regulation and convention. Your information is used in general for recruitment, administrative, management, legal, reimbursement of expenses, security and health & safety reasons.

LTAMC must make certain mandatory disclosures of information to bodies such as regulators, law enforcement agencies and local & national government bodies. Examples include the OSCR and HMRC.

For operational reason LTAMC may also choose to share information with partners, funding bodies or other groups further to its aims and objectives, whilst respecting your rights and freedoms in relation to your personal data.

Personal data

Your personal data will normally comprise information such as your name, date of birth, addresses, telephone numbers, email addresses, financial information.

Special categories of personal data

It is not anticipated that special categories of personal data will be collected for the purposes of acting as a trustee.

Data controller

LTAMC is normally the data controller for the information it holds about you. On occasion, for example when working in partnership with other organisations, LTAMC may be a joint data controller (i.e. both organisations direct the processing of your data).

Lawful processing

In general, the LTAMC asserts that it is lawful for it to process your personal data in relation to your position as a trustee. Processing is necessary for compliance with a legal obligation to which the controller is subject.

Retention period

As required by charity governance limited data (at present just your name) will be retained for 6 years after you cease to be a trustee. All other information will be deleted immediately.

Your rights

LTAMC respects the rights of individuals towards their personal data. Anyone wishing to exercise their rights of access, rectification or restriction should contact the Data Protection Contact ewan@ltamc.org. You may also wish to contact the Information Commissioner's Office.