

Cancer Research Wales - Data Privacy Policy

Cancer Research Wales seeks to maintain key relationships with our supporters, fundraisers, volunteers, researchers and staff, and those who have communicated with or shown an interest in the Charity. In order to do this effectively the Charity stores and processes personal information.

This policy outlines the type of information we hold, how we obtain it, how and why we use your personal information, how we process and store your data, how we protect your privacy, and your rights in respect of that information.

Our use of personal information allows us to further the charitable activities of Cancer Research Wales, fundraise more efficiently and effectively, and make decisions that improve our future operations.

This policy was last updated on 18 November 2020.

Contact Details

In this Privacy Policy, “Cancer Research Wales”, “CRW”, “we”, “our”, or “the Charity” means:

Cancer Research Wales, a charity registered in England and Wales (1167290) at the following address:

Velindre Hospital
Velindre Road
Whitchurch
Cardiff

CF14 2TL

Telephone: 02920 316976

E-mail: crw@wales.nhs.uk

Website:

www.cancerresearchwales.co.uk

What type of information we have

Personal data, or personal information, includes information relating to an individual who can be identified or is identifiable, directly or indirectly, from the information in question itself or when used in combination with other information.

The type of information we hold or process will vary depending on our relationship with the individual including, but not limited to, the examples below:

General

- your name;
- your contact details (including postal address, telephone number, e-mail address and/or social media identity);
- your date of birth;
- your gender;
- information about your activities on our website(s) or social media platforms when you interact with us, and about the device you use to access these, for instance your IP address and geographical location;
- age, nationality and ethnicity information for monitoring purposes; and
- any other personal information you provide to us.

Fundraising, donations and event participation

- your bank or credit card details where you provide these to make a payment;
- information as to whether you are a taxpayer to enable us to claim Gift Aid;
- information about events, activities, campaigns, products or services which we consider to be of interest to you;
- where you have left us a legacy, any information regarding next of kin with which you may have provided us to administer this;
- information relating to your health (for example if you are taking part in or attending an event for health and safety purposes).

Employment and Volunteering

- if you volunteer or apply for a job with us, we will request information necessary for us to process these applications and assess your suitability for the role. This may include things like employment history, previous experience, as well information obtained through the Disclosure and Barring Service;
- bank account details will be stored for the payment of salaries and expenses where appropriate;
- information relating to your health and next of kin should it be needed in the case of emergency.

Research and Peer Review

- Data relating to applicants, participants and peer reviewers of research projects may be obtained, processed and stored. As with volunteers and employees, this may include your employment history and the employment history of individuals participating in the grant, and bank details for the payment of honorariums where appropriate.

Special Category Data

The GDPR singles out some types of personal data, 'Special Category Data', as likely to be more sensitive. This includes, but is not limited to personal data revealing racial or ethnic origin; data revealing political opinions, religious or philosophical beliefs; genetic or

biometric data, and data concerning health; and information concerning a person's sex life or sexual orientation.

We only collect this type of information about you to the extent that there is a clear reason for us to do so, (including the examples listed above), where you make it public, or volunteer the information to us.

How we get the information and why we have it

Information you provide to us directly

You may give us your information directly by a variety of means; verbally, electronically or on paper. This may include through the use of our website, online forms or e-mail, or other traditional means of written correspondence.

This information might be provided in order to make a donation, submit an inquiry, sign up for one of our events, purchase our products, register as a volunteer, apply for research funding, or apply for a job.

When you use our website, Cancer Research Wales uses cookies to improve our website and user experiences. We may also receive and store information automatically when you interact with us, such as your IP address, browser type and whether you're looking at our site on a mobile device or not.

You can set your system not to accept cookies if you wish (for example by changing your browser settings so cookies are not accepted), however please note that some of our Website features may not function if you remove cookies from your system. For further general information about cookies please visit www.aboutcookies.org or www.allaboutcookies.org.

Information you provide to us indirectly

Your information may be shared with us by third parties, for example:

- Independent event organisers or fundraising sites like Just Giving or Virgin Money Giving;
- authorised third-parties, subcontractors and business partners who provide us with technical, payment or delivery services, advertising networks and search/analytics providers used on our website;
- if a friend or family member signs you up for one of our events;
- if you are a researcher and your information is shared with us by the principal investigator or institution;
- you may have provided permission for a company or other organisation to share your data with third parties, including charities.

Where you provide personal data to a third party we would encourage you to check any privacy policy provided.

Information from other sources

We also use information from the following sources:

Social Media

Your settings or the privacy policies for social media and messaging services like WhatsApp, Twitter and Facebook, determine whether your personal data is visible, or you otherwise grant third-parties, including Cancer Research Wales, permission to access information from those services. Consequently, we encourage you to review your permissions and privacy settings on a regular basis.

Information available publicly

We use information in the public domain, such as newspaper articles, electoral registers and information from Companies House. We collect this type of information about you to the extent that there is a clear reason for us to do so, and in order to gain a better understanding of our supporters to improve our fundraising methods, products and services.

Lawful basis for processing

There are six lawful bases for processing. The basis upon which we process your data depends on the purpose and our relationship with you.

Specific consent

This is where you have given clear consent for us to process your personal data for a specific purpose. Where we use your information for a purpose based on consent, you have the right to withdraw consent for any future use of your information for this purpose at any time.

Legal obligation

This applies where the processing of your data is necessary for us to comply with the law (not including any contractual obligations). We may need to share your information with Government bodies, such as HMRC in the case of Gift Aid claims, regulators such as the Charity Commission, Fundraising Regulator or Information Commissioner, or to use information we collect about you for due diligence or ethical screening purposes.

Contract

The processing of your personal information is necessary for the preparation of performance of a contract we have with you. Examples include processing applications for you to work/volunteer with us, purchase items from us or one of our charity stores, or being funded to undertake research.

Vital interests

There are circumstances in which it is necessary and appropriate to process personal information to protect someone's life. Health information and data relating to a next of kin might be processed in the event of an emergency affecting an individual working, volunteering or participating in an event, for example.

Legitimate interests

"Legitimate interests" is the basis upon which the majority of your personal data is processed by Cancer Research Wales (provided that the use of the information is fair, proportional, lawful, and does not unduly impact your rights). In making the assessment we carefully balance the reasonable needs of the Charity with your rights as an individual. In the case of sensitive or 'Specific Category Data', we rely upon one of the other lawful basis above as is appropriate to the data and circumstance.

What we do with the information we have

Our use of the personal information we hold or process will vary depending on our relationship with the individual including, but not limited to, the examples below:

General

- To identify potential supporters, donors, researchers or other partners;
- keep a record of your relationship with us;
- respond to or fulfil any requests, complaints or queries you make to us;
- send you correspondence and communicate with you, using traditional channels and via social media platforms
- or meet our legal obligations, for instance to perform contracts between you and us, or our obligations to regulators, government and/or law enforcement bodies.

Website and applications

- To administer our websites and to troubleshoot, perform data analysis, research, generate statistics and surveys related to our technical systems;
- test our technical systems to make sure they are working as expected;
- display content to you in a way appropriate to the device you are using, for example, content optimised for display on mobile devices;
- monitor website use to measure traffic, prevent fraudulent or malicious use, to identify visitor location, and to personalise information which is presented to you.

Fundraising, donations and event participation

- To administer your donation, purchase or other payment, including the processing of Gift Aid where appropriate;
- To register, administer and personalise online accounts when you sign up to products we have developed, including to support your fundraising;
- and to manage our events;

Employment and Volunteering

- To process your application for a job or volunteering position;
- conduct due diligence and ethical screening;
- safeguard our staff and volunteers;
- or make payments in line with contracts of employment and/or expense policies where appropriate.

Research and Peer Review

- To process applications for funding and for administration of our role in the projects we fund;
- monitor the appropriate use of grant funds, including expenditure on individual salaries, and consider any virement requests;
- to invite you to act as a peer reviewer on grant applications.

The storage and transfer of your information

Unfortunately, the transmission of information via the internet or by traditional mail is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data sent to us or transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures, physical and technological security measures to try to prevent unauthorised access.

All information you provide to us is stored on secure servers and any payment transactions will be encrypted using SSL technology. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may be transferred to third parties outside of the EEA for the furtherance of our charitable activities. It may also be processed by staff operating outside the EEA who work for us, for one of our subcontractors or business partners including those engaged in, among other things, peer review of the research that we fund. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal data in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us using the contact details above. With e-mails or post, please mark your correspondence '*For the attention of the Data Protection Officer; Subject Access Request*' if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us using the contact details above. With e-mails or post, please mark your correspondence '*For the attention of the Data Protection Officer; Complaint*'

You can also complain to the ICO if you are unhappy with how we have used your data. The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>