

Pelican Cancer Foundation Privacy Policy V2

This policy explains when and why we collect personal information and how we use it, the conditions under which we may disclose it to others and how we keep it secure. It only applies to information we collect about you when you visit our website, whenever you contact us, attend any event, volunteer with us or work with us in any way. We may change this policy from time to time so please check occasionally to ensure that you're happy with any changes. By using our website, you're agreeing to be bound by this policy.

The Pelican Cancer Foundation (Pelican) is the Data Controller and is committed to protecting the rights of individuals in line with the Data Protection Act 1998 (DPA) and the General Data Protection Regulation (GDPR), which replaces DPA. This policy relates to all data that is processed by Pelican.

Pelican Cancer Foundation (charity number 1141911) is a member of the Fundraising Regulator.

What information will Pelican collect about you and why?

The information that we collect and how we use it depends on why you are providing it and when we collect it from you.

We may collect information when:

- You visit our website
- You subscribe to our Newsletter
- You contact us through social media
- You sign up for a workshop or conference
- You sign up for a patient event
- You sign up as a volunteer or show an interest in volunteering
- You make a donation
- You respond to a mailing or ask for information
- You work or volunteer for us

The information we collect about you might include:

- Your name, address, email address, telephone numbers and contact preferences
- Bank account details
- Whether you are a UK taxpayer (so you can claim Gift Aid)
- If you are a clinician, we will also collect your profession (e.g.

- surgeon), specialty (e.g. colorectal) and grade (e.g. consultant)
- Any other information you send us or complete online

How will my information be used?

We will use the data we collect to:

- Process a donation that you have made
- Process an invitation to an event
- Invite you to apply for a research grant
- Process any orders that you have sent us
- To carry out any obligations arising from any contracts entered into by you and us
- Seek your views or comments
- Send you information about future events
- Gain consent should we want to use your photograph on promotional material
- Provide a personalised service when you visit our website, this includes the use of cookies if you agree to their use.
- Send you communications that may be of interest, including information about appeals, fundraising and newsletters.
- Process job applications

When will we contact you?

- In relation to any service, activity or online content that you have signed up for
- In relation to any correspondence, we receive from you, any comment or complaint you make about Pelican's services
- In relation to any services that you are using or any activity that you are participating in
- To invite you to events or to apply for research funding
- To invite you to participate in surveys or registries

We collect this information whenever anyone contacts us e.g. registers for an event or conference or gives a donation to the charity and gives their consent for us to contact them in the future. We never buy contact information; everyone on our database is there because you have contacted us.

When you give us your details, we store them safely by entering them into our secure management system (Harlequin Software). This is very secure and can only be accessed and logged into from our office. Only Pelican can log in and the system records all activity. We keep the amount of information

stored about everyone to a minimum.

We collect contact details so that we can stay in touch, we really want to tell you about all the amazing things that we are doing and encourage you to continue supporting the charity.

We never share the contact information that is given to us.

If you have donated to the charity and added Gift Aid, then we are legally obligated to keep your details for 6 years. You can still ask us not to contact you in the future however we must maintain your details on record for HMRC.

Please let us know if you do not want us to contact you again either for fundraising events, newsletters, workshops or research. You can call us on 01256 314746 or email admin@pelicancancer.org or write to us at: Pelican Cancer Foundation, The Ark, Dinwoodie Drive, Basingstoke RG24 9NN and we will make sure you do not hear about things that are not of interest to you.

You have the right to see the information that we hold about you – Subject Access Request and you can write to us to request this, using our address given above.

If you think we have not behaved in the best way regarding your data, you can make a complaint to the ICO on 03031231113.