

The Lewis Foundation Privacy Policy



23.5.18

GDPR – Change to legislation on how we deal with personal data.

On the 25th May 2018, all organisations which collect personal data, will have to comply with the EU General Data Protection Regulations (GDPR). The legislation introduces new responsibilities in relation to how organisations look after our personal data. This includes the need to show compliance, as well as more stringent enforcement around protecting personal data.

We want you to know The Lewis Foundation takes the privacy of personal information very seriously. This means we will protect your privacy and data protection rights. We want you to know that your information is secure.

The primary purpose of The Lewis Foundation is to provide comfort and happiness to all adult cancer patients receiving cancer treatment in and out of hospital.

This is achieved in the following ways:

- (a) By providing gift packs to outpatients and inpatients to cheer people up in hospital, keep people occupied in hospital and reduce loneliness by spending time with people.
- (b) Providing gift packs and hampers to patients in the community via home visits.
- (c) Running events that are of benefit for cancer patients and those who are post treatment within the community.

In order to do this, we maintain a database that contains personal data collected by our charity during the course of our relationship with our donors, friends, supporters (time or products) and beneficiaries. The majority of the information we possess has come directly from you. If we have interacted with you due to our aims specified above, we may receive data about you in this way.

In order to achieve our charity aims, personal information about you enables us to tailor the service we provide. Our charity is about providing a service to address your needs and fill in the gaps that are identified by those who have access to our service. To be able to provide

our services we have contact with other community groups, organisations and charities to make this happen.

We have been working hard to make sure that the way we handle and process information is compliant in advance of the deadline. The Lewis Foundation is committed to holding all your data securely and with sensitivity. All data is used, held and processed in accordance with the Data Protection Act 1998.

This is why you have been contacted to share with you what personal data we collect, how we collect this data, why we collect it, how it is stored and how you can access your personal data.

Our Commitment

As part of our commitment to GDPR, The Lewis Foundation will do the following:

- (a) Manage personal data only where we have your personal agreement.
- (b) Retain your personal data for as long as we have an ongoing relationship with you.
- (c) Ensure data is handled in accordance with the GDPR legislation.

What information we collect

What is Personal Data?

This is any information about an individual, which can lead to that person being identified. It does not include anonymous data, where the identity has been removed.

When you make contact with The Lewis Foundation the following personal data is collected as standard:

- (a) Identity Data – name, email address and gender.
- (b) Contact Data –address, email address and telephone number.

The personal data The Lewis Foundation stores and processes may include:

- Name and title
- Date of Birth
- Address
- Gender
- Information about your health
- Your professional activities and/or employment
- Current interest and activities
- Your relationship to other community members, donors and friends.
- Volunteering by you
- Attendance at our events
- Family/Spouse/Partner/Friend details

Event information

When we have an event, we will ask to provide emergency contact information. This includes a name and phone number for us to make contact should an issue arise.

Banking Information

We never take or ask for any banking information. We have no need to do this as our charity aims is to provide free gifts and services.

Sensitive Data

We may also collect sensitive data. Under data protection law, this is known as a “special category” data. One category that will apply to our charity in handling sensitive data is “health”. We do collect and process sensitive data in relation to health.

Often people will share with us the type of cancer they have and any symptoms/treatments/medication they are currently having. Also, when we have our events knowing this type of information is essential to ensure it is tailored to the individuals’ needs. We do not require access to medical records or would possession any knowledge of an individuals’ medical records.

This data is collected and stored by The Lewis Foundation only. It is not shared. The only exception to this information being shared is if medical provision is required during one of our events. In a situation like this it may be we need to share this information to third party i.e. medical staff to ensure that appropriate treatment is given. This is the only time any health information would be shared. Please also be assured that we would never sell any information regarding your health to third parties.

Accuracy of Personal Data

It is important that any personal data we hold about you is accurate. Please keep us up to date of any personal data changes during your relationship with us.

How we collect your information

Any data The Lewis Foundation obtains is as a result of Direct Interaction. This would be via contacting us via social media, website or email. We may have been asked to make contact with you via a family or friend to provide a gift. In terms of other organisations, it is often that The Lewis Foundation will have made contact directly to build a working relationship whether it be a product or service.

Why we collect this information

We will only process your personal data when we are allowed to do so by law. The only information you will ever receive from us is in relation to The Lewis Foundation.

This will include communication via telephone, social media, email, post and our website.

This may include:

- Sending newsletters about The Lewis Foundation
- Notification of events

- Fundraising appeals and campaigns
- Promotion of services for supporters and friends

The Lewis Foundation Events and Fundraising Appeals

In relation to events/fundraising we will contact you in relation to the requirements of the event/fundraising activity and expectations at the event/fundraising activity. We will also make contact after the event to follow up with you about your experience.

We may also contact you with reference to any future events and fundraising campaigns.

How we store this information

(a) Security

It is very important to us that your information is kept secure and ensure that great care is taken in doing this. Personal data collected via our website, social media and email is stored in an operating environment that the public do not have access to.

We will try our best to safeguard your information once we receive it. No transmission of data over the internet or any other public network can be guaranteed to be 100% secure.

(b) Storage

We have taken all steps that are reasonably necessary to ensure that personal information is treated securely and in accordance with our privacy policy and the act. Your personal data will be used by The Lewis Foundation trustees only. We do not sell, give away or rent your personal data. We do not share your personal data with any third parties, unless otherwise stated in this policy. Your personal data is stored safely and can only be accessed via password protected identification. By submitting your personal information, you agree to the transfer, storing and processing of information.

(c) Retention

We take all reasonable steps to retain your personal information only for as long as reasonably necessary. If you no longer want us to store your information you may request for it to be removed from our records.

Data Requests

You have the right to request the information we hold about you. This request can only be in relation to information we hold about you and no other party. Any request for information should be made to: thelewisfoundation@outlook.com. The request will be responded to within 30 days of receipt.

How you receive information from us

You can receive information about The Lewis Foundation via email, post or social media. So, at any time if you want to change your preferred method of contact email: thelewisfoundation@outlook.com.

Our aim is contact you every 1-3 years, to review communication preferences and if you still want to hear from us.

Further information

If you have any questions, please contact us via email:
thelewisfoundation@outlook.com