

## Privacy Notice

### 1. Scope

All data subjects whose personal data is collected, in line with the requirements of the UK GDPR (based on EU 2016/679) and Data Protection Act 2018.

### 2. Responsibilities

- 2.1 The Board of Trustees is responsible for ensuring that this notice is made available to data subjects prior to Cancer52 collecting/processing their personal data.
- 2.2 All Staff, Contractors and Volunteers of Cancer52 who interact with data subjects are responsible for ensuring that this notice is drawn to the data subject's attention and their consent to the processing of their data is secured.

### 3. Privacy notice

#### 3.1 Who are we?

Cancer52 represents over 100 predominantly small patient support group cancer charities united by their vision of seeing a better future for everyone affected by the rare and less common cancers, which account for more than half of all cancer deaths in the UK.

Its aim is to promote improved diagnosis, treatment and support for those affected by rare and less common cancers. Cancer52 works on matters that impact on the rare and less common cancer community – defined as all cancers outside the 'big four' of breast, prostate, lung and bowel.

The Chair of the Board of Trustees can be contacted directly [here](#):

The personal data we would like to collect from you and process is:

<b>Personal data type:</b>	<b>Source</b> (where Cancer52 obtained the personal data from if it has not been collected directly from you, the data subject. Note if the personal data has been accessed from publicly accessible sources):
Member's name, email address, organisation name and address, job title	Supplied by you as part of your membership of Cancer52 and so that we can fulfil the requirements and benefits of our agreed membership services to you, namely invitations to events and e-newsletters and updates

Event speaker's or stakeholder organization representatives name,	Supplied by you as part of engaging in a relationship around a forthcoming event or
email address, organization name and address, job title	piece of partnership work.
Trustees'/Directors' names, addresses and dates of birth	Supplied by you as part of ensuring compliance with Companies House and Charity Commission regulation.
Bank account details of Trustees, Directors, Staff and relevant contractors	Provided by you for the purposes of payroll and expenses.
Medical or other special category data	Provided by staff or contractors in the course of your employment

The personal data we collect will be used for the following purposes:

- To share information with you and raise awareness about rare and less common cancers and the related activities of Cancer52, all as part of your membership of Cancer52.
- To invite you to Cancer52 events and initiatives as part of your membership of Cancer52
- To keep adequate records in line with our legal responsibilities, for example for payroll, tax and audit purposes

Our lawful basis for processing the personal data:

- Contract** - Membership of Cancer52 which constitutes an agreement to provide related membership services and information, or contract of employment in the case of staff or contractors
- Legitimate Interests** – In order to effectively manage and administer the services we provide to you.
- Consent** – Where we process special category data, we must obtain your explicit consent to do so, for example to meet your medical needs in the course of employment.

### 3.2 Consent

Where we are asking you for sensitive personal data, we will always tell you why and how the information will be used.

You may withdraw consent at any time by contacting us at [info@cancer52.org.uk](mailto:info@cancer52.org.uk).

### 3.3 Disclosure

We may pass your personal data on to third-party service providers contracted to Cancer52 in the course of dealing with you. Any third parties that we may share your data with are obliged to keep your details securely, and to use them only to fulfil the

service they provide you on our behalf in relation to sending out group emails. When they no longer need your data to fulfil this service, they will dispose of the details in line with Cancer52's procedures. Outside of these email fulfilment services, we will only pass on your data to a third party, where we are legally required to do otherwise or where we have obtained your consent.

### **3.4 Retention period**

For members, Cancer52 will process and store your personal data for the duration of your membership of Cancer52.

For trustees, directors and staff, Cancer52 will process and store your information for the lifetime of your role within the organisation, followed by a further retention period of 3 years.

### **3.5 Your rights as a data subject**

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review: in the event that Cancer52 refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined in clause 3.6 below.

All of the above requests will be forwarded on should there be a third party involved (as stated in 3.4 above) in the processing of your personal data.

### **3.6 Complaints**

In the event that you wish to make a complaint about how your personal data is being processed by Cancer52 (or third parties as described in 3.4 above), or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority and Cancer52's data protection representatives.

The details for each of these contacts are:

	<b>Supervisory authority contact details</b>	<b>Data Protection Representative contact details</b>
Contact Name:	Information Commissioner's Office	Anne MacDowell Chair, Board of Trustees
Address line 1:	Wycliffe House	124 City Road
Address line 2:	Water Lane	
Address line 3:	Cheshire	London
Address line 4:	SK9 5AF	EC1V 2NX
Email:	<a href="mailto:casework@ico.org.uk">casework@ico.org.uk</a>	<a href="mailto:anne.macdowell@cancer52.org.uk">anne.macdowell@cancer52.org.uk</a>
Telephone:	0303 123 1113	

### 3.7 Data Protection Policy

Read more about how and why we use your data [here](#).

What forms of ID will I need to provide in order to access personal data that Cancer52 holds about you?

Cancer52 accepts the following forms of ID when information on your personal data is requested

- Passport.
- Driving licence.
- Birth certificate.
- Utility bill (from last 3 months).

Contact details of the data protection representative:

Contact Name:	Anne MacDowell Chair, Board of Trustees
Address line 1:	124 City Road
Address line 2:	
Address line 3:	London
Address line 4:	EC1V 2NX
Email:	<a href="mailto:anne.macdowell@cancer52.org.uk">anne.macdowell@cancer52.org.uk</a>

## 4. Document Owner and Approval

The Board of Trustees is the owner of this document and is responsible for ensuring that



this record is reviewed in line with the review requirements of the GDPR.