

# NW Hearts Charity

## Privacy Statement for participants



**Purpose:** NW Hearts Charity is dedicated to the advancement of improved heart health for people across Greater Manchester through the distribution of grants for research, education and training and via enhancement to cardiology equipment and service provision. As part of its work, it may be necessary to collect information from you to help us with our work and to share our progress with you.

Under the United Kingdom General Data Protection Regulations NW Hearts Charity (herein after referred to as “the Charity”) is required to comply with the UK-GDPR and undertakes to do so. The Charity is committed to maintaining the privacy if any of its participants, through all communications. Any information given will never be shared or sold. A full copy of the UK-GDPR regulations can be found [here](#).

**Applicability:** Partners, Supporters, Donors, Grant recipients, Users and anyone else outside the Trusteeship, Staff and Volunteers of the Charity.

<b>Policy Title</b>	Privacy Statement for participants
<b>Policy Date</b>	16 January 2023
<b>Version Number</b>	V2
<b>Policy Revision Due</b>	Jan 2026

## 2. Privacy Statement for participants

### 2.1 Definition

A Privacy Statement sets out what type of personal information we may ask you. It explains why we need the information, how we will use it and how we will store it. It also tells you about the rights you have as a participant.

### 2.2 Data Subjects

Data Subjects are anyone who comes into contact with our charity due to a legitimate interest in supporting us in any way. Known in this statement as 'participants'.

### 2.3 What information we may collect from you and why

We will collect your name, address and contact details from you so that we can maintain records of all of our participants. We can also continue to keep you up to date about our work, if you would like us to. If you are donating to our charity, we will also ask you about your employment status to determine if we can, additionally, claim Gift Aid on your donation. We will never store your payment card details.

As a grant applicant, we will keep details of your application and subsequent engagement with you in order to keep records of our grant-making function.

### 2.4 How is my information collected?

We collect personal information about you through communication such as email, telephone calls, our website or subscriptions.

If you donate online via Just Giving or directly through our website, a third-party payment organisation will manage your secure financial transactions. All secure payment processors are regulated by the Payment Systems Regulator, part of HM Treasury.

### 2.5 How is my information stored?

Correspondence by email may be retained on our cloud-based platform. Your personal details may be retained on our Salesforce Database. Salesforce is a US based organisation, regulated by the Federal Trade Commission and we have done everything possible to ensure your personal data is as secure on this platform as it is in the UK.

### 2.6 Sharing of information

We will not share your personal data with anyone else unless we gain your explicit permission first. We will not sell your information to any third parties. We

do not use 'Cookies' on our website to analyse what communications we should, or should not, send to you. However, cookies may be used by your website browser. We will not use photographs of you unless you have given us permission to, such as in a fund-raising campaign you are involved in.

## 2.7 How long will you keep my information?

If you support our organisation in any way, such as through fund-raising, donations, helping us with an event or signing up to our mailing list, we will keep your data on our secure database up to 10 years after your last activity. This is so that if you reconnect with us, we have a history of how you have supported us in the past. Successful grant recipients' information will be retained for 10 years but unsuccessful applications will be deleted after 5 years.

If you would like us to stop processing your data, you can contact us and we will carry out your request.

## 2.8 Your rights

Under the UK-GDPR regulations, you have the following rights:

- o to be told what information we have, how and why we use it and who we share it with (as we are doing in this Privacy Statement).
- o to refuse or withdraw your consent to us to retain your information and, if you do, we must erase your records as soon as it is reasonably practical.
- o to be given access to your personal data if you request it.
- o to have any errors corrected or incomplete data completed.
- o to stop us using your data if you think our use is unjustified or the data is inaccurate.

## 2.8 What to do if you have any questions or concerns about how the Charity is collecting, using or storing your personal data

- o You should contact the Charity's Data Controller in the first instance. This is the Chair of the Board of Trustees who can be contacted via [office@nwhearts.org](mailto:office@nwhearts.org)
- o You also have the right to complain to the Information Commission Office via their website <https://ico.org.uk/make-a-complaint/>

## 2.9 Updating

NW Hearts Charity reviews its Privacy Statements annually and updates where necessary.