



PENGUINS AGAINST CANCER

## Privacy Policy

This Privacy Policy tells you how and why Penguins Against Cancer collects and uses your data. If you have any questions or concerns please email us at [penguinsagainstcancer@outlook.com](mailto:penguinsagainstcancer@outlook.com) or write to us and we will do our best to answer any questions you might have.

### Who we are

Penguins Against Cancer (“PAC”), a charity registered in England and Wales with charity number 1,159,905. Our registered address is Fenwycks, Tekels Avenue, Camberley, Surrey GU15 2LB. Our website can be found at [www.penguinsagainstcancer.org.uk](http://www.penguinsagainstcancer.org.uk). Our main form of communication with our members, our donors and our supporters is via this website and via email updates.

PAC was set up on 6th Nov 2013 in order to make a significant contribution to the fight against cancer. Its founders were drawn from Guy's Hospital Penguins, the oldest team in the oldest rugby club in the world, but now its members come from a wide range of ages, backgrounds and professions, all uniting to support Cancer Research, Cancer Treatment and Hospices. PAC has no start-up or running costs: every penny donated goes to the fight against cancer. Our aim is to raise £1 million over the coming years. To-date we have raised and disbursed in excess of £100,000.

### Your data protection: someone to turn to

In compliance with the May 2018 GDPR (General Data Protection Regulation), we are required to publish the name of our **Data Protection Officer**: Our Data Protection Officer is Mrs Caroline Small, the Treasurer of PAC and also a PAC Trustee. For the purposes of compliance with GDPR she is also identified by us as both our Data Controller and Data Processor. Please address any specific requests or concerns regarding your data to her by email at [penguinsagainstcancer@outlook.com](mailto:penguinsagainstcancer@outlook.com). She will listen to, and act upon, your instructions regarding your data.

### Our approach to privacy

We take your right to privacy very seriously and respect any personal information you share with us and endeavour to keep it safe, whatever your relationship is with us. Importantly we want you to know that we **will not** sell or rent your data to third parties.

This privacy policy is intended to give you an understanding of how and why we use the information you give us.

By using our website or providing us with any personal information you agree to your personal information being used and stored in the manner set out in this policy.

**We may update this policy from time to time without notice to you, so please check it regularly.**

## How we collect information from you:

### There are a number of ways you might share your information with us including:

- a) when you make a donation to PAC;
- b) if you volunteer to help PAC;
- c) if you take part in a PAC-sponsored event or otherwise fundraise on our behalf;
- d) if you purchase a ticket for an event hosted by PAC;
- e) if you contact us with enquiries, correspond with us (including corresponding with us on behalf of a business) or become involved with us in another way (including via social media).

### Information we might receive from other sources

Your information may be shared with us by third party organisations, for example fundraising sites, like Virgin Money Giving and Just Giving. They will do so based on their own policies on data protection and privacy. It's a good idea to check their privacy policy when you provide your information to understand fully how they will process your data.

### What type of information we might collect and process about you

The personal information we might collect includes:

- a) your name, your email address;
- b) your postal address (usually only to validate claims for Gift Aid);
- c) records of your correspondence with us, if you have contacted us;
- d) details of your contact with us, including its frequency.

We do not hold any information on your personal financial data. Any regular (via direct debit) or ad hoc payments to PAC are processed by our bank, NatWest Bank, 45 Park Street, Camberley, Surrey GU15 3PA and the bank is responsible for preserving the safety, the privacy and the integrity of that financial data.

**Except where permitted by law, we will never collect sensitive personal data about you without your consent.**

### How we use your information

We may use your information:

- a) to provide you with information about us and our fundraising campaigns and events;
- b) to administer your donation or support your fundraising, including processing Gift Aid;
- c) to provide you with services or information you have asked for;
- d) to notify you about changes to our Constitution, Governance and/or fundraising activities;
- e) to comply with applicable laws and regulations, and requests from statutory agencies;
- f) for our own internal administrative purposes, including to administer any applications received for grants/funding from PAC.

### Consenting to PAC Marketing

We will only contact you via email where you have specifically given us consent to do so.

In the instances you receive these mailings you will be given the opportunity to opt out of this activity and you can also opt out of this at any time by contacting our Data Protection Officer, Mrs Caroline Small, via email at [penguinsagainstcancer@outlook.com](mailto:penguinsagainstcancer@outlook.com).

Similarly, if you ever want to notify us of any amendments to your contact details, please contact our Data Controller, Mrs Caroline Small, via the same email address, or in writing to our registered address.

## Your rights

### Consent and the 'right to be forgotten'

You can withdraw your consent at any time. If, at any time, you do not wish to receive further information about us and our services (including fundraising materials), or you wish to change your contact details or preferences, please let us know by contacting our Data Controller, Mrs Caroline Small, via email at [penguinsagainstcancer@outlook.com](mailto:penguinsagainstcancer@outlook.com).

If you request to receive no further contact from us, we will keep some basic information in order to avoid sending you unwanted materials in the future, and to ensure that we do not accidentally store details for the same person multiple times.

Also, it is worth noting that if you opt out and then later opt back in your most recent instruction will take precedence.

### You also have the right to:

- a) request a copy of the information we hold about you;
- b) update or amend the information we hold about you if it is wrong;
- c) change your communication preferences at any time;
- d) ask us to remove your personal information from our records;
- e) object to the processing of your information for marketing purposes; or
- f) raise a concern or complaint about the way in which your information is being used.

If you would like to exercise any of the rights above, please contact our Data Controller, Mrs Caroline Small, via email at [penguinsagainstcancer@outlook.com](mailto:penguinsagainstcancer@outlook.com). (Or you can write to us at our registered office address: Fenwycks, Tekels Avenue, Camberley, Surrey GU15 2LB.)

If you are unhappy with the way in which your personal data has been handled you are entitled to make a complaint to the Information Commissioner's Office.

### Where your data is held

All information you provide to PAC is treated with care and respect and stored securely on a password-protected Excel spreadsheet database, held and managed by our Data Controller. Access to the database by other Trustees of PAC is only ever granted by our Data Controller under a strict vetting procedure. The password to access the database is never given in the same email which might include the protected database as an Excel attachment, to prevent unauthorised access and/or hacking of the data during transmission.

### Who has access to your data

As mentioned previously, PAC will not sell or rent your data to third parties for them to use for their own purposes.

We are in the process of migrating our email information system to the trusted and reputable MailChimp platform ([www.mailchimp.com](http://www.mailchimp.com)). Mailchimp is the world's largest automated marketing platform and observes its own very strict privacy code of practice.

Moving forward, MailChimp will host our mailing database on our behalf, but all emails will be dispatched and distributed via the MailChimp platform under the aegis of our Webmaster and Marketing Officer, David Littlejohns, and every email will be approved by either our President

(Charlie Beardmore) or our Vice-President (Pat Gush) prior to dispatch. PAC will only provide to MailChimp the information they need to deliver the relevant service, and we will ensure that your data is treated with the same level of care as if we were handling it directly.

We may disclose your personal information to third parties if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply any agreements, or to protect the rights, property or safety of PAC or others.

### **Changes to this policy**

This policy was last updated on 20<sup>th</sup> May 2018.

We may make changes to this privacy policy from time to time, so we encourage you to check it on occasion. By continuing to use our website you will be deemed to have accepted those changes.