

# MATLOCK HOSPITALS LEAGUE OF FRIENDS

Joint Presidents: The Duke and Duchess of Devonshire

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## Privacy Policy

The Matlock Hospitals League of Friends (hereafter 'MHLOF') Privacy Policy sets out how we will deal with your 'personal information', that is, information that could identify, or is related to the identity of, an individual.

### 1 WHAT PERSONAL INFORMATION DO WE COLLECT?

When you express an interest or become a member of MHLOF you will be asked to provide certain information. This includes:

- Name
- Home address
- Email address
- Telephone number
- Gift Aid entitlement

### 2 HOW DO WE COLLECT THIS PERSONAL INFORMATION?

All the information collected is obtained directly from you. This is usually at the point of your initial registration. The information will be collected via a membership form. At the point that you provide your personal information for membership purposes, we will also request that you provide consent for us to store and use your data. Your consent is required in order to ensure our compliance with data protection legislation.

### 3 HOW DO WE USE YOUR PERSONAL INFORMATION?

We use your personal information:

- To provide our MHLOF activities and services to you
- For administration, planning and management of our MHLOF
- To communicate with you about our activities
- To monitor, develop and improve the provision of MHLOF activities

We may send you messages by email, other digital methods, post and exceptionally, by telephone to advise you of MHLOF activities.

### 4 WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

We may disclose information about you, including your personal information:

- Internally to committee members as required to facilitate your participation in our activities
- If we have a statutory duty to disclose it for other legal and regulatory reasons

Where we need to share your information outside of MHLOF we will seek your permission and inform you as to who the information will be shared with and for what purpose.

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## 5 HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?

We need to keep your information so that we can provide our services to you. In most instances information about your membership will not be stored for longer than you remain a member of MHLOF.

The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst this is investigated or resolved. Where this is the case then the member/s will be informed as to how long the information will be held for and when it is deleted.

## 6 HOW YOUR INFORMATION CAN BE UPDATED OR CORRECTED

To ensure the information we hold is accurate and up to date, members need to inform MHLOF as to any changes to their personal information. You can do this by contacting us at any time:

- Email [info@mhlof.co.uk](mailto:info@mhlof.co.uk)
- Post MHLOF Secretary, 25 Hawleys Close, Matlock DE4 5LY

Should you wish to view the information that MHLOF holds on you, you can make this request by contacting us.

There may be certain circumstances where we are not able to comply with this request. This would include where the information may contain references to another individual or for legal, investigative or security reasons. Otherwise we will usually respond within 14 days of the request being made.

## 7 HOW DO WE STORE YOUR PERSONAL INFORMATION?

We have in place safeguards to protect your personal information against loss or theft, as well as unauthorised access, disclosure, copying, use, or modification. Your membership information is currently held in a computer database file and on paper.

## 8 AVAILABILITY AND CHANGES TO THIS POLICY

Our current policy is available at the MHLOF website [www.mhlof.co.uk](http://www.mhlof.co.uk)  
The policy may change from time to time.

