

The BHSF Medical & Welfare Charity

Charity number: 502428

Privacy Notice

This privacy notice explains how BHSF Medical & Welfare Charity collects, uses and shares personal data, and your rights in relation to the personal data we hold.

BHSF Medical & Welfare Charity is a registered charity, number 502428, with a registered address of 54 Hagley Road, Birmingham, B16 8PE and email address of enquiries@bhsfmedicalcharity.co.uk

The term “BHSF Medical & Welfare Charity” (or “we”, “our”, “us”, as applicable) where used in this Notice relates to the particular entity which you are dealing with, and which will be the controller of your personal data under the General Data Protection Regulation and other UK data protection laws.

We may change this Privacy Notice from time to time. This Privacy Notice is effective from 1st January 2025.

How we collect your information

We may collect your personal data in a number of ways, for example:

- From the information that you provide when you complete a grant application or other form;
- When you enter your details on our website;
- When you communicate with us by post, telephone, fax, email or other forms of electronic communication;
- From information provided to us by your organisation in connection with a grant application or a project which we are supporting;
- From other individuals or organisations seeking to introduce us to you.

The categories of data we collect

We may collect the following categories of personal data about you:

- Your name, job title and contact information such as address, email address and telephone number, such as when you complete our forms or submit information to us;
- Technical information collected through the use of cookies about your use of our website including details of your domain name, location and internet protocol (IP) address, operating system, browser version, the content you view, and how long you stayed on a page (for more information please see our Cookies Policy below); and
- Information concerning your engagement with us, including records of communications between you and us.

The basis for processing your data, how we use that data and with whom we share it

1. Legitimate interests

We may process your personal data because it is necessary for our or a third party's legitimate interest. This will always be weighed against your rights, interests and expectations. Our legitimate interests include the operation of BHSF Medical & Welfare Charity in accordance with our respective charitable objects.

Examples of where we process personal data in accordance with our legitimate interests include:

- To correspond with you about our charitable services and activities; and
- Processing technical information about your use of our website to ensure that content on our website is presented in the most effective manner.

In this respect, we may also provide your personal data to the following (where this is necessary for our or a third party's legitimate interests):

- Third party service providers who we may engage to assist in delivering grant or other services to you or the organisation you represent;
- Our bank, to whom payment details are provided in order to process a payment made to the organisation you represent;
- Our website operator, who may store details such as name and email address to enable you to use our online grant application forms;
- Our professional advisers, where it is necessary for us to obtain their advice or assistance; and
- Other professionals who assist us, e.g. website management / IT support.

2. Contractual Obligation

We process your personal data where it is necessary to fulfil a contract we have with you or to take steps at your request before entering into a contract with you.

These include situations where you apply for funding or support that we offer. For example, if you submit an application for a grant, we will use your information to assess your eligibility, communicate with you about your application and if successful, manage the resulting grant.

3. Legal obligations

We may also process your personal data for our compliance with our legal obligations. In this respect, we may use your personal data to comply with subject access requests of others, tax legislation, Charity Commission requirements, for the prevention and detection of crime, and in order to assist the police and other competent authorities with investigations (including criminal investigations). In this respect, we may provide your personal data to our professional advisers, where this is necessary for us to obtain their advice or assistance.

4. Consent

In some cases we rely on your consent to process your personal data. This applies, for example, when you choose to receive marketing communications from us or sign up to newsletters. Where we rely on your consent, you have the right to withdraw it at any time.

In certain circumstances, we may also ask for your explicit consent to process special category data such as health information, where it is relevant and necessary for the purpose we have explained at the time. As with other types of consent, you can withdraw this at any time. If you withdraw your consent, we may not be able to process your application or request.

5. Vital interest

We may process your personal data where it is necessary to protect someone's life or prevent serious harm.

6. Public task

We may process your personal data where it is necessary to carry out a task in the public interest

Retention of your data

We may retain your personal data for as long as is necessary to deliver our charitable services to the organisation you represent, and to protect our legal interests (for example where required by relevant authorities, or for a reasonable legal limitation period after we have ceased providing grant funding to the organisation you represent/ed) or as otherwise stated to you when your data is collected, or for such period as we reasonably consider appropriate in connection with our relationship with you and/or the organisation you represent/ed; or for record-keeping and archival purposes.

Sending Personal information outside the EEA (European Economic Area)

We will only send your personal information outside the EEA when:

- you ask us to do so;
- we have to comply with a legal duty; or
- we are working with our trusted partners and agents to provide you with your product or service.

Wherever possible we will always make sure it is always protected in the same way as if it were in the EEA by using one of these safeguards:

- transfer to a non-EEA country or jurisdiction with the same standard of data protection and privacy laws as the UK;
- put in place a contract with the recipient that means they must protect it to the same standards as if it were in the EEA.

Your rights

- To be informed what personal data we hold about you and/or to obtain access to it (i.e. by receiving a copy of it in a permanent form);
- To require us to correct the personal data we hold about you if it is inaccurate;

- To require us (in certain circumstances) to erase your personal data;
- To request that we restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal);
- To receive from us the personal data we hold about you which you have provided to us, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another data controller; and
- To object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply: for example, if we have reason to believe the personal data we hold is accurate or we can show our processing is necessary for a lawful purpose set out in this Privacy Notice.

You can find out more about your rights under data protection legislation at www.ico.org.uk.

Questions and concerns

If you have any questions or concerns about how we process your personal data, or you wish to exercise any of the rights set out above, you may contact us via email.

If you are not satisfied with how we are processing your personal data, you can raise a concern with the Information Commissioner (www.ico.org.uk).