

Radio Sunderland for Hospitals Privacy Policy

Our Data Promise

Radio Sunderland for Hospitals is committed to protecting your privacy and data. We will use the information that we collect about you in accordance with the General Data Protection Regulation 2018 and the Privacy and Electronic Communications Regulations 2003.

Who We Are

Radio Sunderland for Hospitals is a registered charity. We receive no ongoing revenue funding.

Our income comes from individual donations and fundraising activities.

We are an independent Charity Registered in England and Wales number 1073012.

Personal Data Created By Your Involvement With Us

Your activities and involvement with us will result in personal data being created. This could include details of applications for membership, how you've helped us by volunteering or supporting us. If you decide to donate to us then we'll keep records of when and how much you give.

We aim to be clear when we collect your data and not do anything you wouldn't reasonably expect.

We process personal data to help us:

-) maintain our lists of members, volunteers and supporters;
-) provide our services to persons living in the City of Sunderland and surrounding area;
-) safeguard children, young people and adults at risk;
-) recruit, support and manage volunteers;
-) maintain our accounts and records;
-) promote our services;
-) raise funds;
-) meet legal requirements of the Charity Commission and/or HMRC;
-) respond effectively to enquirers and handle any complaints.

Volunteers

If you're a volunteer then we may collect extra information about you (e.g. references, criminal records checks, details of emergency contacts, medical conditions etc.).

This information will be retained for legal or contractual reasons, to protect us (including in the event of an insurance or legal claim) and for safeguarding purposes.

How We Use Your Personal Data

Your privacy is important to us, so we'll always keep your details secure.

We'll only use your personal data on relevant lawful grounds as permitted by the EU General Data Protection Regulation (from 25 May 2018)/UK Data Protection Act and Privacy of Electronic Communication Regulation.

Your data will not be shared with third parties, unless we need to disclose your details as required by the police, regulatory bodies or legal advisors.

Responsibilities

All Radio Sunderland Trustees, members and volunteers have some responsibility for ensuring data is collected, stored and handled appropriately.

The Trustees are ultimately responsible for ensuring Radio Sunderland for Hospitals handles personal data in line with this policy and the data protection law.

General Guidelines

The only people that should have access to data covered by this policy should need it for the everyday running of the station.

-  Data should not be shared informally.
-  When access to data is required, it should be only given on the understanding that it can only be used for reasons that comply with this policy.
-  Personal data should not be disclosed to unauthorised people, either within the organisation or externally.
-  Data should be regularly reviewed and updated if it is found to be out of date.
-  If no longer required, it should be deleted and disposed of.

Data Storage

-  When data is stored on paper it should be kept in a secure place where unauthorised people cannot see it.
-  When data is stored electronically, it must be protected from unauthorised access, accidental deletion and malicious hacking attempts.

Subject access requests

All individuals who are the subject of personal data held by Radio Sunderland for Hospitals are entitled to:

-  Ask what information the organisation holds about them and why.
-  Ask how to gain access to it.
-  Be informed on how to keep it up to date.
-  Be informed how the organisation is meeting its data protection obligations.

If an individual contacts the organisation requesting this information, this is called a subject access request. These requests can be made to any of the Trustees preferably in writing and the requested information must be provided within 28 days. It is up to the Trustee to verify the identity of the person who is making the request.

Disclosing data for other reasons

In certain circumstances, the Data Protection Act allows personal data to be disclosed to law enforcement agencies without the consent of the data subject

Under these circumstances, Radio Sunderland for Hospitals will disclose requested data, after checking that the request is legitimate.

Changes To This Policy

We may change this Privacy Policy from time to time. If we make any significant changes in the way we treat your personal information we will make this clear on our website or by contacting you directly.

Your Rights

You have the following rights related to your personal data:

-)] The right to request a copy of personal information held about you
-)] The right to request that inaccuracies be corrected
-)] The right to request us to stop processing your personal data
-)] The right to lodge a complaint with the Information Commissioner's Office

Contact Us

Please contact us if you have any questions about our Data Policy, or wish to be removed from any communications or data processing activities:

Email: studio@radiosunderland.co.uk

Or write to:

Radio Sunderland for Hospitals,
Monkwearmouth Hospital,
Newcastle Road,
Sunderland
SR6 9DX

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