

Kawasaki Disease is the leading cause of acquired heart disease in children in the UK. It's time we changed that....

...TOGETHER we will.

Societi Policy - DP11

Fair Processing Data Notice

Version: 1.0

Date: May 2018

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Approved by: Rachael McCormack

Confidentiality Level: Uncontrolled if Printed

This Fair Processing Data Notice is a controlled document and is maintained on the server as read only. The Data Protection representative must ensure that all amendments are circulated, and obsolete copies removed and filed. Hard copies used for training and internal auditing are controlled and distributed as follows:

Circulation List

Date:

May 2018

Distribution List:

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This document is reviewed periodically, at least annually, and is retained for a period of 5 Years. Amendments and revisions are distributed to the named holders. The history of amendments and the issue of revisions are recorded below.

Date:	Amend No:	Page No:	New Issue No:	Reason for change:	Authorised by:
N/A	N/A	N/A	N/A	N/A	N/A

Copies of this document other than those listed above will not be revised; such copies will be marked as UNCONTROLLED.

Scope

All data subjects whose data is processed by Societi Foundation.

Responsibilities

The Data Protection Officer (Glenn Hunter - privacy@hunterveritas.co.uk) is responsible for ensuring that this notice is placed in front of potential data subjects prior to Societi Foundatin collecting/processing their personal data.

All Employees/Staff/Representatives of Societi Foundation who interact with data subjects are responsible for ensuring that this notice is drawn to the data subject's attention and their consent to the processing of their data is secured.

Privacy Notice

Societi Foundation (We', 'Us' or 'Our') know that you take the privacy of your information and how it used and shared very seriously, and we will only use your personal information in accordance with the current data protection law in the UK and this privacy policy. This notice describes the Societi Foundation privacy policy and how we aim to repay the trust you have shown by sharing your personal data with us.

This policy applies to all the websites we operate, our use of emails and text messages for marketing purposes, and any other methods we use for collecting information. It covers what we collect and why, what we do with the information, what we won't do with the information, and what rights you have.



Persistent fever



Cracked lips / 'strawberry' tongue



Rash



Swollen fingers/toes



Bloodshot eyes



Swollen glands

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This privacy policy only applies to personal information we hold about individuals. It does not apply to information we hold about companies and other organisations.

We may update this privacy policy from time to time by publishing the amended version on our website. Unless we have legal grounds to do otherwise, we will provide you with at least 30 days' notice of the effective date of the revised privacy policy. We may post the notice on our website and/or send you the notice by email.

Who we are

In this policy, whenever you see the words (We', 'Us' or 'Our'), it refers to Societi Foundation, Victoria Court, Holme Lane, Winthorpe, Newark, NG24 2NU. Registered charity in England and Wales No: 1173755. For the purposes of the GDPR, we are a data controller/processor in respect of the personal information that we collect and process about you as described in this privacy policy.

Societi Foundation is a registered charity that was established to raise awareness of Kawasaki Disease. We are an influencing and policy shaping organisation which works through partnerships to drive transformational change in awareness across the UK, about Kawasaki Disease..

We may collect and process the following data about you:

Personal information, such as name, postal address, phone number, email address, that you provide by filling in forms on Our web site, www.societi.org.uk, or when you contact Us via email, telephone or through social media messaging and includes information provided when you:

- enquire about Our services;
- request Kawasaki Disease information or awareness raising material;
- request a call back;
- subscribe to receive one of Our e-communications;
- respond to a campaign;
- submit a question to Us or provide Us with feedback.

What is Personal Information?

Under the EU's General Data Protection Regulation:

Personal Data is defined as "any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person".

How We use the information We collect

We may process your personal data for our legitimate business interests. "Legitimate Interests" means the interests of our organisation in conducting and managing our business and providing you with the best services and products in the most secure way. These interests include:

- To ensure that content from Our site is presented in the most effective manner for you and for your computer;
- To provide you with information about Our products, services, offers or technical developments that you request from Us or which we feel may interest you, where you have consented to be contacted for such purposes;
- To contact you regarding your opinions on Our solutions and services which may be used for marketing, research and analysis, where you have consented to be contacted for such purposes.
- To help Us identify you when you contact or visit Us.
- For general administration purposes.
- To help Us improve the quality of Our solutions and services



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- To help Us recover debts.
- When you communicate with us for customer service or other purposes (e.g., by emails, faxes, phone calls, tweets, etc.), we retain such information and our responses to you in the records of your account.

When we process your personal data for our legitimate business interests we always ensure that we consider and balance any potential impact on you and your rights under data protection laws. If you have any concerns about the processing described above, you have the right to object to this processing. For more information on your rights please see "Your Right" section below.

Choice / opt-in and opt-out

Whenever the processing of your personal data requires your consent then you will be given the opportunity to opt-in or opt-out to having your contact details used as set out above, at the time your details are submitted. For example, when you request product information, you can tell Us when you provide your details if you do not want to receive any other information from Societi Foundation or Our strategic partners, or you can let Us know how best to get in touch with you with information that may be of interest.

If you do not wish Us to use your data as set out above, or to pass your details on to third parties for accreditation of certification purposes, please leave the relevant boxes, situated on the form which We used to collect your data, blank/unticked.

If you no longer wish to receive email or other promotional materials from Us, you may opt-out of receiving these communications at any time by one of the following methods:

- by replying to the email with 'unsubscribe' in the subject line;
- by using the opt out boxes on the response form and submitting it;
- by writing to Societi Foundation, Victoria Court, Holme Lane, Winthorpe, Newark, NG24 2NU.
- by calling us on 01636 707343.

Sharing Your Information

We will not share your information with third third parties unless express written consent to do so has been obtained from you for a specific purpose via a separate consent process.

We may also disclose your personal information to third parties, if We are under a duty to disclose or share your personal data for legal or regulatory purposes, in relation to existing or future legal proceedings, for the prevention of fraud/loss or to protect the rights, property, safety of Societi Foundation, Our customers or others.

Data Security

Information is stored by Us on computers located in the UK. We may also store information in paper files.

Societi Foundation have security protocols and policies in place to manage and record your data privacy and preferences correctly and that your data is stored securely to protect against its loss, misuse and alteration. Documentation can be supplied on request from our Data Protection Officer via email (info@societi.co.uk) or can be viewed here on our website privacy page.

Societi Foundation take steps to ensure that any businesses/organisations that we share your data with will have security protocols and policies in place to manage and record your data privacy and preferences correctly and that your data is stored correctly.

Unfortunately, the transmission of data across the internet is not completely secure and whilst We do Our best to try to protect the security of your information We cannot ensure or guarantee that loss, misuse or alteration of data will not occur whilst data is being transferred.

We will keep your information only for as long as We need it to provide you with the goods, services or information you have required, to administer your relationship with Us, to comply with the law, or to ensure



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We do not communicate with people that have asked Us not to. When We no longer need information, We will always dispose of it securely, using specialist companies if necessary to do this work for Us.

Job applicants, current and former Societi Foundation employees & volunteers

When individuals apply to work Societi Foundation, we will only use the information they supply to us to process their application and to monitor recruitment statistics. Where we want to disclose information to a third party, for example where we want to take up a reference or obtain a 'disclosure' from the Barring Services we will not do so without informing them beforehand unless the disclosure is required by law.

Personal information about unsuccessful candidates will be destroyed or deleted.

Once a person has taken up employment with Societi Foundation, we will compile a file relating to their employment. The information contained in this will be kept secure and will only be used for purposes directly relevant to that person's employment. Once their employment with Societi Foundation has ended, we will retain the file in accordance with the requirements of our retention schedule and then delete it.

Your rights

Under the data protection legislation, you have the right to request copies of your data, request rectification of your data, request erasure of your data, object to Us processing your data, the right to prevent your data being used for direct marketing, request Us to restrict the process and where our systems allow, the right to access a copy of the information We hold about you (a subject access request).

If you wish to exercise any of these rights please contact the Data Protection Officer in writing at Societi Foundation, Victoria Court, Holme Lane, Winthorpe, Newark, NG24 2NU or by emailing info@societi.org.uk.

For more information about your rights under the Data Protection Act contact the Information Commissioner's Office www.ico.org.

Document Management

This document is valid as of May 2018.

This document is reviewed periodically and at least annually to ensure compliance with the following prescribed criteria.

- General Data Protection Regulation
- Legislative requirements defined by law, where appropriate

Role: Founder, Societi Foundation

Full Name: Rachael McCormack

Signature: 



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