**LINCOLNSHIRE POLICE CHARITABLE FUND**

Lincolnshire Police Charitable Fund takes its responsibilities in the processing of your data under General Data Protection Regulations (GDPR) very seriously. This Privacy Notice tells you what to expect in relation to personal information which is collected about you, handled and processed by the Charitable Fund.

The Lincolnshire Police Charitable Fund Administrator is the Data Controller for data held or processed. The Data Protection Officer can be contacted at:

Charitable Fund

Lincolnshire Police Headquarters

PO Box 999

Lincoln

LN5 7PH

We acknowledge and agree that any personal data of yours that we handle will be processed in accordance with the GDPR.

**The information we may collect**

Your name; \*

Your address; \*

Medical information (if appropriate to the request for support);

Financial information (including but not limited to payroll details in relation to collection of subscriptions and welfare);

A log of our communications with you by email and telephone.

**How we use the information**

We will use the information provided to process membership of the Lincolnshire Police Charitable Fund.

We may check some of the information with other sources within the Police Force. We may also get information from certain other organisations, or give information about you to them to make sure the information is accurate. These other organisations include, but may not be limited to:

* current / previous Police force (s);
* Police Treatment Centre / St George’s Fund / Police Dependant’s Trust (where a member);

**How we hold the information**

All the personal data we have is stored on our server.

Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection or the appropriate safeguards are in place for your rights and freedoms. Before such a transfer takes place outside of the EEA, we will provide you with further information concerning this.

**Disclosure of your information**

In order to provide you with the most effective services, in line with our constitution, relevant personal information will be shared with Trustees of the Fund, or third parties who Trustees believe can support a member in order to relieve hardship and distress.

**The legal basis for processing the information**

We will rely on your consent to process the information marked with an \* above which is collected at the outset of the joining process.

In respect of medical information, the basis for us processing this will be vital interests, contract or consent as required.

You have the right, at any time, to ask for a copy of the information we hold about you. To make a Subject Access Request for your personal information please email: charitable.fund@lincs.pnn.police.uk.

Under GDPR, you will also have the following rights:

* Erasure;
* restriction of processing;
* objection; and
* data portability.

Please contact the Administrator on charitable.fund@lincs.pnn.police.uk for information regarding any of this section.

**Retention of your data**

Your data will be retained for no longer than is necessary.

**Withdrawal of consent**

If you have provided us with your consent to process your data, you have the right to withdraw this at any time. In order to do so you should contact us by emailing charitable.fund@lincs.pnn.police.uk.

**Contact**

Please address any questions, comments and requests regarding our data processing practices to the Administrator by email at charitable.fund@lincs.pnn.police.uk.

**Concerns**

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance. You may also wish to contact the Information Commissioners Office (ICO).

They can be contacted at:

The Information Commissioner's Office

Wycliffe House

Wycliffe Lane

Wilmslow

Cheshire

SK6 5AF

**Changes to the Privacy Notice**

This Privacy Notice may be changed by us at any time.