PRIVACY NOTICE FOR THE WEBSITE

Our contact details:

CORESS

Royal College of Surgeons of England
38-43 Lincoln's Inn Fields,
London WC2A 3PE

Tel: +44 7973 406408
E-mail: admin@coress.org.uk

The type of personal information we collect

We currently collect and process the following information:

- Name, address, email, and phone contact details of individuals reporting to CORESS via the website or direct to the organisation, these are deleted following confirmation of the report submitted.
- Name, address, email, and phone contacts details of individuals working with and for the Charity.
- Names, business address, business email and phone contact details of individuals and organisations that support, or we may approach to support, CORESS.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To report an incident for CORESS review
- To assist, as a Trustee or volunteer
- To work with the Charity

We also receive personal information indirectly, from the following sources, in the following scenarios:

- From the public domain i.e. internet research to identify potential CORESS supporters
- Personal data on emails and letters sent in response to us

We use the information that you have given us to:

- Verify incident reports before anonymizing the information
- Run the Charity
- Approach individuals and/or organisations to support CORESS in either a fundraising capacity or similar

We may share this information with individuals or organisations working with CORESS to achieve its Charitable Aims.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting admin@coress.org

a. **Individuals reporting to CORESS, your information is collected via the report you completed, if you shared it with us, or the email or written submission you provided**

direct to us. No information is kept on the website, the form pushes the information through to CORESS Programme Director (PD) and our administration email. The Administrator deletes the report once it is confirmed the PD has it and a certificate has been sent to the individual. The PD holds your information 'locally' while they review the information provided and verify the report. Once this process is complete the PD will anonymize the report, and delete any personal details held, unless the reporter agrees otherwise.

b. Trustees and volunteers and people who work to support the Charity, provide details relevant to their role in the running of, and supporting of, the Charity. These are held 'locally' by the relevant Charity post holders and they are shared, when required by law, with relevant bodies e.g. Charity Commission, Companies House etc. The names of our members are published on our website.

(b) We have a legitimate interest - Supporters / potential supporters of CORESS. For fundraising exercises or similar we actively search the public domain for organisations and individuals within them who we approach in order to elicit support for the Charity. We do not pass this information on. We also use details of possible supporters provided by our members, and deal with them in the same way.

How we store your personal information

Your information is securely stored:

- Reporting, temporarily on the PD's password protected laptop and portable devices.
- Trustee and volunteer, information is kept by the Administrator and relevant Charity members e.g. in email circulation lists and communications. Up to date Trustee and member information, for the website, is kept in a secure central Google Drive file controlled by the Charity Administrator and 'shared' by invite only. Information is reviewed and deleted ongoing, as appropriate and every year as a minimum.
- List(s) generated for fundraising or marketing are stored on the Administrator's password protected laptop. Malware is installed. This is reviewed and updated post fundraising exercises and reviewed at each use. Where a contact request removal the individual's details are removed, a note is added to the organisation details.

Your data protection rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. Please contact us at **admin@coress.org** if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at **admin@coress.org**. You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: https://www.ico.org.uk