

Association of NHS Charities

Privacy Statement and Cookies

The Association of NHS Charities is committed to protecting your privacy. This Statement describes how the Association collects and uses information about people who visit our website. If you have any queries about how we use your information or this Privacy Statement, please contact us on info@anhsc.org.uk

1. Who we are

This is the website of the Association of NHS Charities, a charity registered in England and Wales, charity number 1125687, whose registered office is Suite 68, Lake View House, Wilton Drive, Warwick, CV34 6RG.

2. How do we collect information?

We may collect personal information from you in the following ways:

- When you make an enquiry
- When you make a booking for an event
- When you join us as a member
- If you download information
- Through our use of Google Analytics cookies

3. What information do we collect?

We may collect and process the following information about you:

- Your name and role
- Your organisation
- Contact information including your postal address, email address and telephone number
- Your IP address

We collect general information about the use of our website, such as which are the most popular pages or downloads, where website visitors come from and how long they spend on our site.

If you choose not to supply your personal information, we may not be able to respond to your enquiry and you will not be able to fully benefit from membership of the Association of NHS Charities such as the use of 'Member Only' areas of the website and 'Member Only' events.

4. How do we use your information?

The condition under which we process your data is that we have a legitimate interest as processing is necessary to enable us to operate your membership of the Association of NHS Charities or to respond to your enquiry.

We will use your personal details in the following ways:

- To provide you with the information, goods or services you have requested from us.
- To create your membership or contact record to enable us to operate the Association, including administration of the membership of the Association and updating the Member Contacts section of our website, which is only available to Members.
- To carry out our charitable activities, including contacting you to provide information and support and organising events for members.

If you book to attend one of our events, we may share your name, organisation and role (but not contact details) with others who have registered or are attending the event. This is to enable more effective networking.

We also share your name, organisation and role with the venue holding the event. This is to enable the venue to know who is on their premises in case of evacuation due to fire or a security threat. We require the venue to destroy these details once the event has finished.

We may also need to disclose your information if required to do so by law to government bodies or law enforcement agencies or if we have your permission to share your information with a contact of the Association. We will not sell our mailing list to any third party organisation or sell information about your web browsing activity.

5. **Where we store your personal data**

The Association stores your data digitally on the Association's servers at a data centre located in the United Kingdom and also in hard copy at the Association's office. From time to time we may send your data to one of the Association's suppliers, whose staff may be engaged in, among other things, the fulfilment of your event booking or the provision of connected services. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Statement.

Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share the password with anyone else as it is personal to you.

The transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk.

The Association makes all reasonable endeavours to ensure that your personal information is accurate, kept secure and retained only for as long as is necessary for the purposes for which it is collected. We store your information for as long as you are an employee of, or volunteer for, an organisation that is a member of the Association of NHS Charities. When you leave the member charity, your details will be deleted from our records.

6. **Cookies**

A cookie is a small text file we pass to your computer's hard disk through your web browser so the website can improve or personalise your browsing experience. The use of cookies does not allow us to access any other information on your computer nor does it affect your experience of using any other websites. We use cookies to monitor when a user logs into the site: this is a session cookie that expires after 12 hours. This recognises whether the user is identified and logged into the website.

Our site uses Google Analytics to help us understand the traffic on our website and how we can develop the website to improve it. Cookies used by Google Analytics may track things such as when you visit the site, how long you spend on the site and which pages you visit. It also tracks a user's IP address to determine an approximate geographical location. Information collected in this way is anonymous and individuals cannot be traced; we will not know your specific IP address. For more information on Google Analytics, please see https://en.wikipedia.org/wiki/Google_Analytics

If you want to prevent our cookies being stored on your computer in future, you can change your web browser setting to refuse cookies, or to notify you when you receive a new cookie. You can do this by clicking on the 'Help' or 'Settings' menu. You can also delete these cookies. Please note however that if you disable or delete our cookies your use of our website may be restricted and you may not be able to access all the services or facilities on our site.

For more information about cookies, please see http://en.wikipedia.org/wiki/HTTP_cookie

7. **Right of Access**

You have the right to ask for a copy of the information we hold about you and to have any inaccuracies in your information corrected. If you believe that any information we are holding on you is incorrect or you would like a copy of your information, please contact us at info@anhsc.org.uk or write to: The Association of NHS Charities, Suite 68, Lake View House, Wilton Drive, Warwick, CV34 6RG.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO) www.ico.org.uk

8. **Links**

Our website includes links to websites operated by other organisations. The Association of NHS Charities is not responsible for the privacy controls of these other organisations or their websites, so you should read their privacy statements carefully.

9. **Changes**

We may change the terms of this Privacy Statement from time to time. If we do so, those changes will be posted here so please check the Statement occasionally. By continuing to use our website you will be deemed to have accepted such changes.