

Richard Dimbleby Cancer Fund

Registered Charity No. 247558

Data Protection

This is a statement outlining how The Richard Dimbleby Cancer Fund (RDCF) meets its obligations under the Data Protection Act 1998 ("the Act"). The statement is subject to regular review to reflect, for example, changes to legislation or to the structure or policies of RDCF. The statement is made available to all staff.

RDCF needs to collect and use certain types of information about people with whom it deals in order to operate. These include: current, past and prospective donors and fundraisers; patients and users of the Dimbleby Cancer Care Information and Support Services; recipients of RDCF Research Fund grants; RDCF's own employees; suppliers and others with whom RDCF may conduct business.

RDCF regards the lawful and correct use of personal information as key in maintaining confidence between those with whom we deal and ourselves. We therefore aim to ensure that our organisation treats personal information lawfully and correctly.

To this end, we fully endorse and adhere to the principles of data protection, as set out in the Data Protection Act 1998 ("the Act").

The eight principles under that Act require that personal information:

1. must be processed fairly and lawfully and, in particular, must not be processed unless specific conditions are met
2. must be obtained only for one or more specified lawful purposes, and must not be further processed in any manner incompatible with that purpose or those purposes
3. must be adequate, relevant and not excessive in relation to the purpose or purposes for which it is processed
4. must be accurate and, where necessary, kept up-to-date
5. must not be kept for longer than is necessary for the specified purpose(s)
6. must be processed in accordance with the rights of data subjects under the Act
7. should be subject to appropriate technical and organisational measures to prevent the unauthorised or unlawful processing of personal data, or the accidental loss, destruction, or damage to personal data

Richard Dimbleby Cancer Fund

Registered Charity No. 247558

8. must not be transferred to a country or territory outside the European Economic Area (EEA) unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data

In light of these obligations, RDCF, through appropriate database management and controls, will:

- observe the conditions regarding the fair collection and use of personal information
- meet our legal obligations to specify the purpose(s) for which the personal information is to be used
- collect and process personal information only to the extent that it is needed to fulfil our operational needs or to comply with any legal requirements
- ensure the quality of the personal information used
- ensure that personal information is held for no longer than necessary
- ensure that the rights of people about whom the information is held can be exercised under the Act e.g. the right to access one's personal information, to prevent processing in certain circumstances and to correct, rectify, block or erase information where it is wrong
- take appropriate technical and organisational measures to safeguard personal information
- ensure that personal information is not transferred outside the EEA without appropriate safeguards being in place