

## Policy Brief and Purpose

This Privacy Notice details the steps required to ensure that Dentaid is compliant with the EU General Data Protection Regulation (GDPR) which is part of the Data Protection Act.

### 1.1 Scope

The policy applies to all Dentaid Staff, Volunteers, Patients, Trustees and Visitors.

#### 1. Introduction

This document sets out the Privacy Notice of Dentaid (referred to below as 'Dentaid', 'we' and 'us').

#### 2. What is your personal data?

The processing of personal data is governed by the General Data Protection Regulation (the "GDPR"). Personal data is information about a living individual which allows them to be identified from that data. This includes information such as your name and address, telephone number, email address and date of birth. Some personal data is categorised as 'sensitive personal data'. This includes information about an individual's race, ethnic origin, political or religious views, mental and physical health, sex life, sexual orientation and criminal records.

#### 3. Who are we?

Dentaid is the Data Controller.

The Data Controller is a person who (either alone or jointly or in common with other persons) determines the purposes for which and the manner in which any personal data are, or are to be, processed.

#### 4. What personal data do we collect, how do we use it and what is the legal basis for processing?

<b>Policy/Procedure Title:</b>	Privacy Notice Policy	<b>Page Number:</b>	1 of 4
<b>Owner:</b>	Finance Director	<b>Approval Date:</b>	30/11/2023
<b>Approved by:</b>	Management Team	<b>Review Date:</b>	31/12/2024

# Privacy Notice Policy



We collect and use your personal data for the following purposes in our **legitimate interests** in running the charity:

- To administer volunteer records: we ask volunteers to provide us with their names, addresses, telephone numbers and email addresses;
- To enable us to provide a service for the benefit of the community: including Mobile Dental Unit visits and Oral Health teaching sessions
- To maintain our financial accounts and records;
- To keep a record of communications between you and us by email, telephone or letter;
- To inform you of news, events, activities and services run by us in which you have expressed an interest;

We collect personal data in relation to **contracts**. This is to enable us:

- To manage our employees and comply with employment law.
- To manage volunteer payments or donations towards volunteer trips

We collect personal data in order to fulfil our **legal obligations**. We are required:

- To keep financial accounts and records including the processing of Gift Aid;
- To carry out health and criminal record checks for employees and volunteers for some activities, such as working with children or vulnerable adults or working/volunteering overseas.

Records containing your personal data may be used by us to protect and enforce our legal rights or for other purposes permitted or required by law.

We may also collect and use personal data where you have given us your **consent** to do so. This may be used for the following purposes:

- To receive news and updates about Dentaid activities, services and events;

## 5. Storing your personal data

We will:

<b>Policy/Procedure Title:</b>	Privacy Notice Policy	<b>Page Number:</b>	2 of 4
<b>Owner:</b>	Finance Director	<b>Approval Date:</b>	30/11/2023
<b>Approved by:</b>	Management Team	<b>Review Date:</b>	31/12/2024

- do all that we can to keep your personal data secure. Paper records will be kept in locked filing cabinets within the Dentaid offices, which are locked when not in use. Electronic records may be held within Salesforce (database management), Xero (Accountancy management), Mailer Lite (email management), Dropbox (cloud photo and file management); or on password protected computers used by staff and some volunteers where authorised to do so. Data will also usually be held on a server located with the Dentaid office.
- keep your personal data up to date when you advise us of any changes;
- not collect or retain excessive amounts of data;
- retain your personal data only for as long as is necessary for the purpose for which it was obtained or for our legitimate interests, or for as long as it is required to be kept by law;
- destroy personal data securely when it is no longer needed;
- protect your personal data from loss, misuse, unauthorised access and disclosure;
- ensure that appropriate technical measures are in place to protect your personal data.

## 6. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be used by Dentaid for the purposes stated in fulfilling the legitimate interests of running the charity. Access to personal data will be given only to those who require it to fulfil their roles within the charity. These will be employed staff, trustees, trip leaders or other responsible people appointed by the trustees.

Your personal data may be shared with third parties acting as processors. This includes service providers who provide website, IT and system administration services and contact databases such as Salesforce. We will not share your personal data with other third parties without your consent, except where we are required to do so by law (e.g. HMRC for Gift Aid).

## 7. Your rights

<b>Policy/Procedure Title:</b>	Privacy Notice Policy	<b>Page Number:</b>	3 of 4
<b>Owner:</b>	Finance Director	<b>Approval Date:</b>	30/11/2023
<b>Approved by:</b>	Management Team	<b>Review Date:</b>	31/12/2024

# Privacy Notice Policy



Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which we hold;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to withdraw any consent you have previously given;
- The right to request your personal data is erased where it is no longer necessary for us to retain such data;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data for marketing or promotional purposes;
- The right to lodge a complaint with the Information Commissioners Office. See [www.ico.org.uk](http://www.ico.org.uk) for further information.

## Withdrawing consent

8. You can withdraw your consent at any time by emailing [info@dentaid.org](mailto:info@dentaid.org)

## 9. Our Contact Details

Dentaid, 116 Commercial Road, Totton, SO40 3AD

<b>Policy/Procedure Title:</b>	Privacy Notice Policy	<b>Page Number:</b>	4 of 4
<b>Owner:</b>	Finance Director	<b>Approval Date:</b>	30/11/2023
<b>Approved by:</b>	Management Team	<b>Review Date:</b>	31/12/2024