



The Cameron Fund
The GPs' own charity



PRIVACY AND CONFIDENTIALITY STATEMENT

The Trustees of the Cameron Fund are committed to safeguarding the privacy of data relating to beneficiaries, individual donors and Members. Please read this statement to understand how the personal data that may be collected about you will be stored and transmitted.

- We will only hold and retain information about you which is specifically needed to enable us to process applications, maintain records and process financial transactions. We will only hold that information once we have received your consent.
- We will only share information about you with another organisation when we have received your consent or that of your legal executor except where we need to provide information to a Government agency such as HM Revenue & Customs in order to comply with legal or regulatory requirements.
- We will not use the data we hold about you or your dependents for any other purpose than that for which it is specifically required, save that in circumstances where we consider there is a serious risk to patient safety or to a beneficiary, we reserve the right to provide information to the appropriate authority.
- If we find any of the information that we have about you is not correct, we will amend it as a matter of urgency.
- We will only hold information about you as long as we need it or as long as we are required to hold it to comply with legal requirements.
- When we no longer need information about you it will be securely destroyed.
- If you wish to see information that we hold about you, we will respond to a written request with evidence of identification within thirty days of receipt by providing paper copies of all documents. *A copy of information will normally be provided free of charge except where the request is manifestly unfounded, excessive or a duplication of previous requests. We reserve the right to refuse to respond.*



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- Where a request to see information about you is made by a third party, eg. an accountant or solicitor, we will also need to have your consent that we supply information to that party in writing.
- Both electronic and paper personal data is stored securely and electronic data is backed up daily. Personal data is only transmitted electronically using a secure method. When data sticks or portable computers are used to transport files containing personal data, they are never left unattended.
- We verify with our suppliers and contractors, who may indirectly have access to personal data in the course of their work, that their information systems are secure and that all their staff will treat any information that they see as private and confidential and that information will not be divulged to any other person or organisation.
- Any request for information or correspondence under the Act should be addressed in the first instance to the Chief Executive.
- Further information about data processing at the Cameron Fund can be found as part of the Data Processing Statement on the home page of our website: <http://www.cameronfund.org.uk/>

The Registration number of the Cameron Fund with the Information Commissioner is:
Z4661076

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