

Privacy Policy

How to use this Privacy Policy

The [General](#) section of the privacy policy applies to the use of all personal information gathered by us. Please read this section carefully.

There are then Specific section(s) that will or will not apply to you depending on how you interact with us. Please read the relevant sections that apply to you.

1. [Website Users](#) - If you visit our Websites
2. [Donations](#) - When you make a donation to us
3. [Volunteer Applicants](#) - When you apply for a volunteer position
4. [Job Applicants](#) - When you apply for an employment opportunity
5. [Supporters](#) - When you sign up to receive marketing communications from us
6. [Fundraisers / Event Participants](#) - When you sign up [to an event] to raise funds on our behalf
7. [Trustees](#) - When you sign up to be a Trustee of the Charity
8. [Fund Advisors](#) - When you sign up to be a fund advisor to the Charity
9. [NHS Patients](#) -When you agree to use the services offered by the Charity
10. [Images](#) (Video, stills, audio recordings) - When you agree to let us use your images (both video and stills)/recordings/audio etc. to promote the Charity
11. [Customers](#) - When you purchase products from us

General Section

Who are we?

Leeds Cares is a charity registered in England and Wales under sections 67 and 69 of the Charities Act 2011 (Registration Number 1170369) (“we,” “our,” “us” “the Charity”) are the data controller in respect of the personal information which we hold about you.

Leeds Cares is the philanthropic charity partner of Leeds Teaching Hospitals Trust, dedicated to supporting and enhancing the highest standards of healthcare and patient and family wellbeing and experience in the wider community.

Purpose of this privacy policy

Leeds Cares takes your privacy seriously and is committed to protecting your personal information. This privacy policy sets out the way in which your personal information will be used by Leeds Cares. This privacy policy applies whenever we collect your personal data.

Key Terms

When we refer to **Data Protection Legislation** we mean the General Data Protection Regulation (Regulation (EU) 2016/679) (“**GDPR**”); and / or any applicable legislation adopted by the UK post the UK ceasing to be a Member State of the European Union.

Personal information is information that can be used to identify or contact a specific individual, such as a name, address, telephone number, email address, etc., and also online identifiers and location data such as IP addresses and mobile device IDs.

Special category data means personal data revealing your racial or ethnic origin; political opinions; religious or philosophical beliefs; or trade union membership; and genetic data; biometric data; data related to your health or data concerning your sex life or sexual orientation; and criminal convictions or involvement in criminal proceedings.

A **controller** is someone who decides why personal data is to be collected and how it will be used and treated.

A **processor** is someone who processes personal data on behalf of the Controller and in accordance with the Controller’s instructions.

Websites means the whole of any part of the website controlled or operated by Leeds Cares and located at <http://leeds-cares.org>; <http://www.yorkshirecancercentre.org.uk/>; <http://dayone.uk.com/>; and <https://www.ybrc.org.uk/>

Contact Us

If you have any questions regarding this Privacy Policy you can contact us at:

Leeds Cares

Ground Floor, Trust Headquarters, St James's University Hospital

Beckett Street, Leeds LS9 7TF

Email hello@leeds-cares.org

If you are unhappy with how we handle your personal information, you can contact us at

Leeds Cares

Ground Floor, Trust Headquarters, St James's University Hospital

Beckett Street, Leeds, LS9 7TF

Phone 0113 206 8620 Email hello@leeds-cares.org

and / or notify the Information Commissioner's Office (ICO) by calling their helpline on: 0303 123 1113 or by writing to them at:-

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

Third party links

Please note that our Websites and other digital platforms may contain links to third party websites/digital platforms which are provided for your convenience.

Leeds Cares is only responsible for the privacy practices of our own Websites and digital platforms. We recommend that you refer to the privacy policy of each website/digital platform you visit.

Data Subject Rights

You have certain rights under the Data Protection Legislation which can be exercised by contacting us at Leeds Cares

Ground Floor, Trust Headquarters, St James's University Hospital
Beckett Street, Leeds, LS9 7TF

Phone 0113 206 8620 Email hello@leeds-cares.org

Your rights include:

- the right to access the personal data held about the you by making a subject access request in accordance with the Data Protection Legislation. We may charge a reasonable fee when a request is manifestly unfounded or excessive;
- the right to have your personal data rectified if it is inaccurate or incomplete;
- the right to request to have your personal data deleted in certain specific circumstances as set out in the Data Protection Legislation;
- the right to request to restrict the processing of your personal data in certain specific circumstances as set out in the Data Protection Legislation;
- the right to ask us not to process your personal data for marketing purposes or for purposes based on our legitimate interests in certain specific circumstances as set out in the Data Protection Legislation;
- the right to ask us to not undergo automated decision making; and
- where you have provided consent, the right to withdraw such consent at any time.

Further details about your rights can be found on the ICO's website at <https://ico.org.uk/>.

There are some exemptions to the above rights that are permitted under the data protection legislation. If you have any queries as to what these are then please get in touch.

Please note that if you choose to exercise your rights to have personal data restricted or deleted, then we may not be able to provide you with a full service.

We will need you to provide identification in order to comply with your request to exercise your rights. Once we have received your information request, and your identification, we will respond within the required timescales unless a permitted exemption applies.

Do We Share Your Personal Information?

Unless stated otherwise, your personal information will be kept secure within Leeds Cares using appropriate technical controls to protect your details. We will not sell, trade or lease your personal information to others.

The following third parties may have access to your personal information and, in some circumstances, your special category data (if applicable), for the purposes noted below:

- We will share your details with our linked charities so that they can send you the communications you have requested from them.
- Any other person who is authorised to act on your behalf;
- Regulators, government departments, law enforcement authorities, tax authorities and insurance companies;
- Any relevant dispute resolution body or the courts;
- We may need to disclose your details, if required, to the police, regulatory bodies or legal advisors, to comply with our legal obligations.
- We may share your details with our service providers who assist us with fundraising appeals on our behalf.
- We may share your details with our third party payment processing provider who assists us in providing payment services for donations and orders from our shop. Our current payment processing providers are JustGiving, Virgin Money, Paypal, Stripe and Instagiv.
- We may share your details with our third party IT providers, who assist us in providing our systems and databases. Our current IT provider is the Leeds Hospitals NHS Trust and our website provider is Banana Kick Ltd.
- We may share your details with the Leeds Hospitals NHS Trust if you are involved in activities which take place on NHS Trust property, or you volunteer with Leeds Cares on NHS Trust Property.

The data that we collect from you will be stored inside the UK or the European Economic Area (EEA). We will not transfer your personal data outside the EEA or the UK without informing you beforehand and seeking your permission.

Data Retention

We will not hold your personal information for any longer than is necessary for the uses outlined below in the Specific Sections, unless we are required to keep your personal data longer to comply with the law and any regulatory requirements.

Changes to this Privacy Notice

We may change this Notice at any time, so please check this page regularly to ensure that you are happy with any changes that may have been made.

1. Website Users

When you interact with our digital platforms, we do not automatically capture or store personal data from our visitors, but we may automatically capture other information about your visit. This is to help us better understand how supporters use our digital platforms to enable us to create better content and more relevant communications:

- how you have reached our digital platform and the internet protocol (IP) address you have used
- your browser type, versions and plug-ins, and your operating system
- your journey through our digital platform, including which links you click on and any searches you made, how long you stayed on a page, and other page interaction information
- which videos you have watched and for how long
- what content you like or share
- which adverts you saw and responded to
- which pop up or push messages you might have seen and responded to
- demographic information such as geographical location and gender if available
- information collected in any forms you complete

We may also analyse which marketing activity led to your taking specific action on our digital platforms (e.g. following our Twitter page). Our legal basis for collecting this information about you is our legitimate interests as this allows us to improve our offering, ensure that content from our Websites is presented in the most effective manner for you and devices you are using.

Cookies

In common with many other website operators, we use standard technology called 'cookies' on our website. Cookies are small pieces of information that are stored by your browser on your computer's hard drive and they are used to record how you navigate this website on each visit.

Queries and complaints

If you contact us using any of the email addresses, phone numbers or postal addresses provided on the Websites to submit a query or a complaint to us we will use the contact details you provide to respond to your query or complaint. Our legal basis for utilising your personal information in this way is your legitimate interests in that you would like us to respond to questions or queries you have raised.

Retention Periods

We will retain your personal information for the following time periods:

Information we collect from you when you contact us: until your enquiry is resolved.

Information we collect through our Websites: 6 months

2. Donations

INFORMATION	WHY WE COLLECT IT	LEGAL BASIS
<p>Your contact details, including your name, postal address, email address, telephone number, information on whether you are a UK tax payer and telephone number.</p>	<p>When you decide to provide Gift Aid we are required to collect and obtain your name and address.</p>	<p>This is a legal requirement placed on us. If you fail to provide this information, we will be unable to claim the gift aid on your donation.</p>
	<p>We would like to send you newsletters and information about our services and activities.</p>	<p>We may send you updates by non-electronic forms of communication (post and live calls), based on our legitimate interest in keeping you updated with our work, events and fundraising opportunities, and we will only send you digital communications (email and text) with your explicit consent.</p> <p>Please see Supporters. When you sign up to receive marketing communications from us for more details.</p>
	<p>We would like to contact you in relation to your donation and how this has been used by Leeds Cares to further our purposes.</p>	<p>We may send you updates on your donation by non-electronic forms of communication (post and live calls), based on our legitimate interest to update you on how your donation is being used to further the work of Leeds Cares, and we will only send you digital communications (email and text) with your explicit consent.</p> <p>Please see Supporters. When you sign up to receive marketing communications from us for more details.</p>
<p>Your bank account details/ credit card or other payment information,</p>	<p>To allow us to set up your direct debit, if applicable, or to process your donation.</p> <p>We do not receive your credit card details when you pay via our Website. When you make a donation via phone call to our fundraising team your credit card details are entered directly into the card machine and are not recorded by us.</p>	<p>As is required by the contract we have with you (in that you would to make a donation to us and we require to process this donation to fulfil your wishes).</p>

We will hold your personal information for 7 years after your last donation to us.

3. Volunteer Applicants

INFORMATION	WHY WE COLLECT IT	LEGAL BASIS
<p>Your contact details, including your name, date of birth, gender, marital status postal address, email address and telephone number.</p>	<p>To contact you in relation your application.</p> <p>To continue to contact you about your volunteering role (if successful)</p>	<p>On the basis of your legitimate interests (in that you want to be considered for the position).</p> <p>On the basis of our legitimate interests in managing the volunteer programme within Leeds Cares.</p>
<p>A note of any allergies, health problems or support we need to be aware of.</p>	<p>If you are successful and make it to interview stage, to ensure that you will be safe when you attend the Leeds Cares premises for your interview and to provide necessary adjustments if required.</p>	<p>When we ask for this information we are requesting information in relation to your health based on our and your legitimate interests in ensuring you can attend an interview and that we have made any necessary adjustments to accommodate you</p> <p>Special Category Legal Basis: We only collect health data with your explicit consent.</p>
<p>A note of your ethnic origin, sexual orientation and religion</p>	<p>For our own internal equal opportunities monitoring.</p>	<p>When we collect this information we are acting on our legitimate interests in ensuring we promote an inclusive and diverse volunteering programme.</p> <p>Special Category Legal Basis: We only collect data concerning ethnic origin and religion with your explicit consent.</p>
<p>Details of any of your criminal convictions.</p>	<p>Details of any of your criminal convictions.</p>	<p>It is necessary to allow us to consider whether you are suitable for the role. We have a legal obligation to ensure that all of our volunteers are allowed to work with children and/or vulnerable adults as many of our positions involve working with children and/or vulnerable persons.</p>
<p>The name and telephone number of your emergency contact.</p>	<p>In the unlikely event that we require to contact your next-of-kin on your behalf.</p> <p>Please ensure that the contact knows that you are providing these details to us.</p>	<p>On the basis of your legitimate interests (in that you want to be considered for the position) and our legitimate interests (in that we need to ensure we have contact details in case anything happens to you while volunteering with us)</p>

INFORMATION	WHY WE COLLECT IT	LEGAL BASIS
The names and contact details of your references.	So that we can confirm your skills, qualifications and experience. Please ensure that the referees know that you are providing these details to us.	On the basis of your legitimate interests (in that you want to be considered for the position) and our legitimate interests (in that we need to ensure you are suitable for the role)
Details of your skills, qualifications and experience.	So that we can consider whether your skills, qualifications and experience are relevant and appropriate for the role applied for.	On the basis of your legitimate interests (in that you want to be considered for the position) and our legitimate interests (in that we need to ensure you are suitable for the role)
Interview notes	If you are successful and make it to interview stage, we may take some notes or your answers and comments during the interview process.	On the basis of your legitimate interests (in that you want to be considered for the position) and our legitimate interests (in that we need to ensure you are suitable for the role)
Copies of your ID documents	We need to confirm your identity and address in relation to your volunteering role.	On the basis of your legitimate interests (in that you want to be considered for the position) and our legitimate interests (in that we need to verify your identity for the role)

As your role will involve volunteering on NHS Trust Premises, we will be required to share your details and personal information with the NHS Trust.

We will retain your personal data for 3 years after volunteering has ended.

4. Job Applicants

INFORMATION	WHY WE COLLECT IT	LEGAL BASIS
Your contact details, including your name, postal address, email address, date of birth, gender and telephone number.	To contact you in relation your application.	On the basis of your legitimate interests (in that you want to be considered for the position).
Confirmation of your eligibility to work in the UK	We are legally required to confirm this with you.	We are legally required to confirm this with you. If you fail to provide this information, we will be unable to process your application.
Details of any of your criminal convictions.	It is necessary to allow us to consider whether you are suitable for the role.	It is a legal obligation to assess whether you are suitable for the role. If you fail to provide this information, we will be unable to process your application.
Details of your skills, qualifications and experience.	So that we can consider whether your skills, qualifications and experience as relevant and appropriate for the role applied for.	On the basis of your legitimate interests (in that you want to be considered for the position) and our legitimate interests (to ensure you are suitable for the role)
The names and contact details of your references.	So that we can confirm your skills, qualifications and experience. Please ensure that the referees know that you are providing these details to us.	On the basis of your legitimate interests (in that you want be considered for a position at Leeds Cares) and our legitimate interests (in ensuring you are suitable for the role)
Interview notes	If you are successful and make it to interview stage, we may take some notes on your answers and comments during the interview process.	On the basis of your legitimate interests (in that you want to be considered for the position).
The name and telephone number of your emergency contact.	In the unlikely event that we require to contact your next-of-kin on your behalf. Please ensure that the contact knows that you are providing these details to us.	On the basis of your legitimate interests (in that you want to be considered for the position) and our legitimate interests (to ensure you are suitable for the role)

INFORMATION	WHY WE COLLECT IT	LEGAL BASIS
A note of any allergies, health problems or support we need to be aware of.	If you are successful and make it to interview stage, to ensure that you will be safe when you attend the Leeds Cares premises for your interview and to provide necessary adjustments if required.	When we ask for this information we are requesting information in relation to your health. This is based on our legitimate interests (in ensuring we have made reasonable adjustments to allow you to attend the interview) Special Category Legal Basis: We only collect health data with your explicit consent.
A note of your ethnic origin, sexual orientation and religion	For our own internal equal opportunities monitoring.	Based on our legitimate interests in ensuring that we have a diverse and inclusive recruitment process. Special Category Legal Basis: We only collect data concerning ethnic origin and religion with your explicit consent.

As your role will involve working on NHS Trust Premises, we will be required to share your details and personal information with the NHS Trust.

We will retain your personal data for six months after your application has been made (if unsuccessful).

If successful, we will retain your personal data for 3 years after your employment ends.

5. Supporters

We want our supporters to be the first to know about the latest news from Leeds Cares.

How do we communicate our updates?

We often communicate through post and email. We may also contact you via live telephone calls or text message (SMS).

We also indirectly communicate to our supporters via our Websites and social media channels (this is not direct marketing or direct fundraising as it is not specifically aimed at you).

On what legal basis are we relying?

We may send you non-electronic forms of communication (post and live calls), based on our legitimate interest, and we will only send you digital communications (email and text) with your explicit consent.

You will always have the option to opt out of any of our marketing communications at any time.

Please note, if you don't choose to receive this information, we will be unable to keep you informed of news, events or fundraising opportunities that may interest you.

What might our communications cover?

We communicate through the above channels:

- to share news updates about the work that Leeds Cares are doing
- to share updates about Leeds Cares events and fundraising opportunities
- to promote Leeds Cares events
- to communicate with current and prospective supporters
- to raise awareness of Leeds Cares employment vacancies and volunteering opportunities
- to promote Leeds Cares fundraising campaigns
- to gather and request feedback on Leeds Cares events and fundraising opportunities
- to ask you if you would like to donate to Leeds Cares

As a registered charity, we rely on donations and support from others to achieve our mission. From time to time, we may contact supporters with fundraising material and communications. This might be about an appeal or to suggest ways you can raise funds.

Research and profiling

We may use profiling and screening techniques to ensure that the communications we send are relevant to you. This allows us to provide an improved experience for our supporters.

When building a profile of our supporters we may analyse geographic and demographic information, as well as your online behaviour [[and purchase] history], to better understand your interests so we can contact you with relevant messages. An example of this would be looking at your location so we can share information about relevant events or volunteering opportunities in your area.

We may profile supporters in terms of financial and practical support. For example, we may keep track of the amount, frequency and value of each person's support with Leeds Cares. This information helps us to ensure communications are relevant and timely.

Third parties who may access your information

We may use third parties (known as affiliate marketers) to carry out fundraising on our behalf. For example, we may use an affiliate to call supporters (who have agreed to be contacted by phone) about a campaign or appeal.

Retention

We will retain your personal information for 10 years after your last donation/interaction to Leeds Care. Where supporters request that we not contact them again, contact information will be kept for as long as necessary to ensure that they are not contacted again. Other data relating to the supporter will be deleted at the earliest possible time.

6. Fundraisers/Event Participants

INFORMATION	WHY WE COLLECT IT	LEGAL BASIS
Your contact details, including your name, postal address, email address and telephone number.	When you decide to provide Gift Aid we are required to collect and obtain your name and address.	This is a legal requirement placed on us. If you do not provide this information, we cannot process your donation and claim back gift aid.
	We would like to send you newsletters and information about our goods, services and activities and communications to support you during your event/fundraising activity.	We may send you updates via non-electronic forms of communication (post and live calls), based on our legitimate interest to keep you updated with the work we are doing and how you can help us meet our aims, and we will only send you digital communications (email and text) with your explicit consent. Please see Supporters . When you sign up to receive marketing communications from us for more details.
We may also record details of your date of birth, any disability or health needs you may have at the time of booking an event/fundraising activity.	To help to ensure your comfort and safety.	With your consent or based on a contractual requirement (i.e. some events stipulate a certain level of fitness/health to take part) Please note that where you choose not to provide your health/disability information, you may not be able to participate in an event/fundraising activity.
Credit card/payment details	To process your entry fee and facilitate the registration process.	Based on contractual obligation. If you do not provide this information, we will be unable to process your payment or assist in the registration process.
The name and telephone number of your emergency contact.	In the unlikely event that we require to contact your next-of-kin on your behalf. Please ensure that the contact knows that you are providing these details to us.	On the basis of your legitimate interests and our legal obligation (to ensure appropriate health and safety at events/fundraising activities) Where you choose not to provide such information, you may not be able to participate in the event/fundraising activity.

We will retain your personal information for two years after the event/fundraising activity.

7. Trustees

INFORMATION	WHY WE COLLECT IT	LEGAL BASIS
Your contact details, including your name, postal address, email address, date of birth and telephone number.	To contact you in relation your application.	On the basis of your legitimate interests (in that you want to be a Trustee of Leeds Cares).
A note of any allergies, health problems or support we need to be aware of.	To ensure that you will be safe when you attend Leeds Cares premises for meetings/events and to provide necessary adjustments if required.	<p>When we ask for this information we are requesting information in relation to your health based on our legitimate interests in ensuring that we have made reasonable adjustments to accommodate you during meetings</p> <p>Special Category Legal Basis: We only collect health data with your explicit consent.</p>
Details of successful Disclosure and Barring Service check.	Required to be a Trustee	<p>It is necessary to allow us to consider whether you are suitable for the role. Many of our positions involve working with children and/or vulnerable persons.</p> <p>This is a legal obligation placed upon us – if you choose not to provide this information, we may not be able to consider you for this role.</p>
The name and telephone number of your emergency contact.	In the unlikely event that we require to contact your next-of-kin on your behalf. Please ensure that the contact knows that you are providing these details to us.	On the basis of your legitimate interests (in that you want to be a Trustee of Leeds Cares) and our legitimate interests (in ensuring that we can contact your next of kin in an emergency)
The names and contact details of your references.	<p>So that we can confirm your skills, qualifications and experience.</p> <p>Please ensure that the referees know that you are providing these details to us.</p>	On the basis of your legitimate interests (in that you want to be a Trustee of Leeds Cares) and our legitimate interests (in ensuring you are suitable for the role)
Details of your skills, qualifications and experience.	So that we can consider whether your skills, qualifications and experience are relevant and appropriate for the role applied for.	On the basis of your legitimate interests (in that you want to be considered for the position of a Trustee of Leeds Cares) and our legitimate interests (to ensure your are suitable for the role)

INFORMATION	WHY WE COLLECT IT	LEGAL BASIS
A note of your ethnic origin, sexual orientation and religion	For our own internal equal opportunities monitoring.	On the basis of our legitimate interests in managing Leeds Cares and ensuring that we are being open and transparent about our equal opportunities within Leeds Cares. Special Category Data Condition: we will only collect this information on the basis on your explicit consent.
Bank Account Details	To pay you any expenses you may claim.	Contractual obligation – if you do not provide this information we will be unable to pay you expenses.

We will retain your personal information for five years after term of office.

8. Fund Advisors

INFORMATION	WHY WE COLLECT IT	LEGAL BASIS
Your contact details, including your name, work postal address, work email address, assignment number and work telephone number.	To contact you in relation to the fund that you are an Advisor of.	On the basis of a contractual obligation. If you choose not to provide this information, you may not be able to be a fund advisor.

We will retain your personal information for 2 years after you cease to be a fund advisor.

9. NHS Patients

INFORMATION	WHY WE COLLECT IT	LEGAL BASIS
<p>Your contact details, including your name, postal address, date of birth, email address and telephone number.</p>	<p>To contact you with information on Leeds Cares, our work and how we are supporting the Leeds Teaching Hospitals.</p>	<p>We may send you updates via non-electronic forms of communication (post and live calls), based on our legitimate interest in keeping you updated with our work, and we will only send you digital communications (email and text) with your explicit consent.</p> <p>Please see Supporters. When you sign up to receive marketing communications from us for more details.</p>
<p>A note of any allergies, health problems or support we need to be aware of.</p>	<p>To ensure that you are safe on Leeds Cares premises and to provide necessary adjustments if required.</p> <p>To ensure that Leeds Cares is assisting you in relation to your needs.</p>	<p>When we ask for this information we are requesting information in relation to your health on the basis of your legitimate interests (in that you would like to access the services provided by Leeds Care)</p> <p>Special Category Legal Basis: We will only collect this information with your explicit consent.</p>

We will retain your personal information for 2 years.

10. Images (Video, stills, audio recordings)

INFORMATION	WHY WE COLLECT IT	LEGAL BASIS
<p>Your contact details, including your name, date of birth, postal address, email address and telephone number.</p>	<p>We would like to send you newsletters and information about our goods, services and activities.</p>	<p>We may send you updates via non-electronic forms of communication (post and live calls), based on our legitimate interest in keeping you updated with our work, and we will only send you digital communications (email and text) with your explicit consent.</p> <p>Please see Supporters. When you sign up to receive marketing communications from us for more details.</p>
	<p>We may use your name and age (as well as location i.e. Leeds) when we print/distribute your story/image/video/audio recording.</p>	<p>With your explicit consent.</p> <p>Please note that where you provide your consent to our use of your information, you can withdraw this consent at any time but if publications have been printed etc. Leeds Cares will be unable to withdraw these materials once printed/distributed.</p>
<p>We may also record details of any disability or health needs you may have.</p>	<p>As part of your story or video/audio recording, you may tell us/the wider community details of an injury/illness you have suffered and how this impacted you.</p> <p>We will use information provided about your health/illness when publishing your story/image.</p>	<p>With your explicit consent only.</p> <p>Please note that where you provide your consent to our use of your information, you can withdraw this consent at any time but if publications have been printed etc. Leeds Cares will be unable to withdraw these materials once printed/distributed.</p>
<p>Images/video footage (in part or whole), audio recording of you.</p>	<p>We would like to use your story/images to promote the work of the Charity to the wider community through:</p> <ul style="list-style-type: none"> (i) Charity printed publications, magazines and newsletters, presentations and promotional materials which relate to the fundraising activities of the Charity including the advertising and promotion of the work of the Charity on our Websites; (ii) Online/offline materials such as our website or in newsletters; and (iii) Third party publications where the third party is acting on 	<p>With your explicit consent.</p> <p>Please note that where you provide your consent to our use of your information, you can withdraw this consent at any time but if publications have been printed etc. Leeds Cares will be unable to withdraw these materials once printed/distributed.</p>

INFORMATION	WHY WE COLLECT IT	LEGAL BASIS
	<p>behalf of the Charity.</p> <p>As a result, the general public may see your images/story or hear and see your video/audio recording.</p>	

We will retain your personal information in the form of publications, magazines and newsletters, presentations and promotional materials indefinitely. The personal information collected and used to develop these publications will be destroyed at the completion of the publication.

11. Customers

INFORMATION	WHY WE COLLECT IT	LEGAL BASIS
Your contact details, including your name, postal address, email address and telephone number.	<p>To administer and provide products and services you request or have expressed an interest in and / or to communicate with you in the products or services you have purchased or expressed an interest in change or become unavailable.</p>	<p>As is required for the contract we have with you (contract for sale of products or services).</p> <p>If you do not provide the details then we likely cannot provide the products to you.</p>
	<p>We would like to send you newsletters and information about our goods, services and activities.</p>	<p>We may send you updates via non-electronic forms of communication (post and live calls), based on our legitimate interest in keeping you updated with our work, and we will only send you digital communications (email and text) with your explicit consent.</p> <p>Please see Supporters. When you sign up to receive marketing communications from us for more details.</p>
Your bank account details	<p>To allow us to process your payment.</p> <p>We do not receive your credit card details when you pay via our Website, as this is processed by JustGiving and Paypal on our behalf. When you pay via phonecall to our fundraising team, we enter your card details directly into the card reader and do not record these details.</p>	<p>As is required by the contract we have with you.</p> <p>If you do not provide the details, we will be unable to process your order.</p>
Records of products purchased	<p>To allow us to process your order and ensure the correct items are sent out to you.</p>	<p>Based on the contract we have with you (contract for sale of products).</p> <p>If we do not have this information, we cannot process your order.</p>

We will retain your personal information for 6 months after each purchase.