

# What we do with your information when you:

## Fundraise for us

**Why we process your data:** When you donate to us or fundraise for us we collect information, including your personal data so that we can process the income, manage our relationship with you and fulfil our regulatory responsibilities.

**What data we need:** We will need enough information to be able to process your donation or fundraising, know how to communicate with you and, if you have registered for gift aid, to meet the requirements of HMRC.

**Our legal basis:** Contract, legitimate interests and legal obligation

## Work with us to execute a will

**Why we process your data:** We will need to collect this data to ensure we can communicate with you, understand the wishes of the deceased and to work together to resolve the will.

**What data we need:** Contact information of the executors and their relationship to the deceased, details of the will and other named charities and beneficiaries.

**Our legal basis:** Legal obligation and legitimate interest.

## Apply to be/become a Trustee

**Why we process your data:** We must collect personal data in order to consider you for the position and to communicate with you. If you become a Trustee, we need to retain that information and also collect additional information so that we may carry out due diligence and monitoring.

**What data we need:** Contact information and enough details to consider your application for funding and to make payments to you.

**Our legal basis:** Legitimate interest

## Provide us with your stories & images

**Why we process your data:** When you agree to let us use your stories, images and audio recordings to provide support to others and to help promote the work of Leeds Cares, we need to process your data in order for us to be able use your material.

**What data we need:** Contact information, health details (as related to the story, images, video, audio recordings).

**Our legal basis:** Consent.

## Sign up for our newsletter

**Why we process your data:** In order to provide you with the service for which you are subscribing and let you know about the work we are doing and how you can support Leeds Cares.

**What data we need:** Your name and email address.

**Our legal basis:** Consent.

## Work with us as a consultant or sole trader

**Why we process your data:** We will need to collect information from you in order to communicate with you about the activities/services you will be providing and to enable us to set up a contractual agreement.

**What data we need:** Contact and business information.

**Our legal basis:** Contractual obligation & legitimate interest.

## Apply for an employment/voluntary position

**Why we process your data:** When you apply for a position at Leeds Cares we must collect personal data in order to consider your suitability and to communicate with you.

**What data we need:** Contact information and enough details to in order to consider you for the position.

**Our legal basis:** Contractual obligation and legitimate interest.

## Make a complaint

**Why we process your data:** We will collect and process your data for us to investigate and respond to your complaint as per our Complaints Policy.

**What data we need:** Your name and contact details such as your address, telephone number, or email address.

**Our legal basis:** Legitimate interest..

## Are a Fund Advisor

**Why we process your data:** We will collect and process your data to contact you in relation to the fund that you are an advisor of, and to fulfil our regulatory responsibilities.

**What data we need:** Your name and contact details such as your address, telephone number, or email address.

**Our legal basis:** Contractual obligation



# What we do with your information when you:

## Are a major trauma patient accessing Day One

**Why we process your data:** To provide appropriate and effective support and services to you and your family, if you have been affected by major trauma

**What data we need:** Name, contact details, health and related support information, bank account details.

**Our legal basis:** Consent and legitimate interest

## Are a family member of a Major Trauma Patient

**Why we process your data:** To provide appropriate and effective support to you and the patient affected by major trauma.

**What data we need:** Name, contact details, health and related support information, bank account details.

**Our legal basis:** Contractual obligation, consent and legitimate interest

## Work with us to refer / deliver a Service

**Why we process your data:** To liaise with us in relation to a referral or application for a small grant.

**What data we need:** Name, work contact details.

**Our legal basis:** Legitimate interest

## Partner with us to deliver the Day One Service

**Why we process your data:** To correspond with you in relation to the service that we work in partnership on.

**What data we need:** Name, work contact details.

**Our legal basis:** Legitimate interest