



Cancer Aid for North/East (Sri Lanka)

வடக்கு/கிழக்கு (இலங்கை) புற்றுநோய் உதவி

CANE UK, C206, Cunningham House, 19-21, Westfield Lane, Harrow, HA3 9ED

Tel: 020 8907 3344, Mobile: 07740248908, Fax: 020 8907 3344

www.caneuk.org; E-mail: info@caneuk.org

I

Privacy Statement

Preservation of your privacy is important to and we are committed to letting you know how we use your personal information and to making only responsible use of your data.

References to “we”, “us”, “you” or “our” in this Privacy Policy are references to, **Cancer Aid for North/East (Sri Lanka)** a company limited by guarantee registered in England and Wales, registered company number: 2871824; and a charity registered in England and Wales, registered charity number: 1044299.

Under the new GDPR we need to follow the following principles:-

- Process lawfully, fairly and in a transparent manner in relation to individuals
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
- Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures

1. Information about you

1.1 We will collect personal information from you when you or your organisation enquire about our activities, register as a member with us or subscribe to one of our activities. This may include your name, title, email address, physical address, telephone numbers and job title. We may also ask for some additional, non-personal information.

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2.1 Your personal information will only be used to process your requests, to provide you with our services, and to provide you with information relating to our services and all other services which we think you may be interested in.

2.2 We will not share your personal information outside our organisation without your consent.

3. Security

3.1 We will take reasonable precautions to prevent the loss, misuse or alteration of information you give us.

3.2 Communications in connection with this service may be sent by e-mail. For ease of use and compatibility, communications (other than payments where applicable) will not be sent in an encrypted form unless you require it and provide the certification to enable us to communicate with you in that way. E-mail unless encrypted is not a fully secure means of communication.

4. Rights

- **Right of access** – to be able to access any of your personal data that we have
- **Right to rectification** – given an opportunity to correct or complete any details you have provided to us
- **Right to erasure** – able to remove personal data from our system
- **Right to restrict processing** – we are allowed to still store the data but mustn't use it, however this is for only certain circumstances
- **Right to data portability** – allows you to reuse your personal data in other working IT environments

5. Other information

5.1 If you would like us to correct or update any information, or if you would like information deleted from our records, then please email us at info@caneuk.org

5.2 This privacy policy may be updated from time to time, so please check it periodically.

5.3 Links within our sites to other websites are not covered by this privacy policy.

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If you have any questions regarding this notice or if you would like to speak to us about the manner in which we process your personal data, please contact us at info@caneuk.org. You also have the right to make a complaint to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues, at any time. The ICO's contact details are as follows:

Information Commissioner's Office:- Wycliffe House, Water Lane, Wilmslow Cheshire SK9 5AF. Telephone - 0303 123 1113 (local rate) or 01625 545 745

Website - <https://ico.org.uk/concerns>

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