



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.

- How we use your personal information:

We use the personal information you have provided about yourself and, where relevant, your dependants to assess your need and eligibility for financial assistance, either by means of a grant or payments to a money advisor. Without this information we may not be able to provide you with assistance.

- Who we share your personal information with:

If you have given us your consent, we may share personal information about you and, where relevant, your dependants with the following charities:

- BMA Charities
- The Royal Medical Foundation
- Royal Medical Benevolent Fund
- The Society for the Assistance of Medical Families

These charities might be able to offer financial assistance if we are unable to do so for any reason.

If you have given us your consent, we may share your personal information with providers of money and debt advisory services, such as Adviceworks, to enable you to benefit from financial guidance or debt counselling.

We share some of the personal information you have provided with the referees named in your application form to enable them to provide us with suitable references in support of your application.

When sharing personal information, we share only so much as is necessary in the circumstances.

Generally, we will not transfer your personal information outside the UK.

However, we will share personal information with law enforcement or other authorities if required by applicable law.

- The legal basis on which we collect and use your personal information:

We collect, store and use personal information about you and, where relevant, your dependants on the basis that it serves our and your legitimate interests to be able to provide you with financial assistance, that having asked for assistance you would reasonably expect this, and that it does not materially impact your rights, freedoms or interests.



The Cameron Fund
The GPs' own charity



We will normally only share personal information about you or your dependants on the basis of consent and you may withdraw your consent at any time. However, we may share limited amounts of personal information with the charities named above for fraud prevention purposes. We may do this even if you have withdrawn your consent on the basis that it is in our legitimate interests to ensure that the charity's funds are applied only in cases of genuine need. Personal information shared in these circumstances will generally not include special category personal data (sometimes known as "sensitive personal data").

- 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.*
- Where a request to see information about you is made by a third party, eg. an accountant or solicitor, we will also need your consent in writing to supply information to that party.
- 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 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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