

## **The Nightingale Fund Council**

### **Privacy Policy**

This Privacy Policy applies to information (data) We, The Nightingale Fund Council (also referred to as “We”, “Us”, “Our”), collect about individuals who interact with Our charity. It explains what personal information We collect and how We use it.

The Nightingale Fund Council understands that Your privacy is important to You and that You care about how Your personal data is used. We respect and value Your privacy and will only collect and use personal data in ways that are described here, and in a way that is consistent with Our obligations and Your rights under the law. This policy aligns with the Nightingale Fund Council Data protection Policy.

#### **What are your rights?**

Under the law, You have certain rights which We will always work to uphold. In brief, these rights are:

The right to access – You have the right to request The Nightingale Fund Council to supply You with copies of your personal data. We may charge you a small fee for this service,

The right to rectification – You have the right to request that The Nightingale Fund Council correct any information You believe is inaccurate. You also have the right to request that We complete information You believe is incomplete.

The right to erasure – You have the right to request that The Nightingale Fund Council erase Your personal data.

The right to restrict processing – You have the right to object to the Nightingale Fund Council processing Your personal data.

The right to data portability – You have the right to request that The Nightingale Fund Council transfer the data that We have collected to another organisation or directly to You, under certain conditions.

If You make a request, We have one month to respond to You.

A full summary of your legal rights over your data can be found on the Information Commissioner’s website: <https://ico.org.uk>

You have the right to lodge a complaint with the Information Commissioner if You feel Your rights have been infringed. However We encourage You to contact Us in the first instance as We aim to promptly and efficiently resolve any concerns or complaints You may have to Your satisfaction.

Please be aware that when exercising any of Your rights, We may need to request specific information from You to help us to confirm Your identity and to ensure We do not disclose Your personal data to anyone who does not have the right to receive it.

If You would like to exercise any of these rights, or have any comments or questions about this notice, feel free to contact Us at:

The Nightingale Fund Council  
C/O The Honorary Secretary  
16 Liphook Crescent  
London  
SE23 3BW  
020 82915984  
[honorary.secretary@thenightingalefund.uk](mailto:honorary.secretary@thenightingalefund.uk)  
[www.thenightingalefund.uk](http://www.thenightingalefund.uk)

## Personal data that we process

You are requested only to share personal data with Us when strictly necessary for the purposes for which you have engaged with Us. If You share anybody else's personal data with Us You should inform them and refer them to this privacy notice; for example, when requesting references from Your employer or colleagues.

We do not collect data concerning children, criminal offences or convictions, or special category data (special category data includes data concerning details of your age, race/ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, health information and genetic and biometric data).

Personal data may be collected directly from You which could mean it is collected when You contact Us in person, via telephone or email. It could also be collected when You provide Us with certain data in connection with entering into the grant application process with Us.

Personal data may also be received from third parties such as Your employer, work colleagues or educational tutor in the form of a reference to support Your grant application.

The following table explains the types of data We collect and the legal basis, under current data protection legislation, on which this data is processed:

Purpose	Data (key elements)	Basis
Enquiring about Our organisation and its work	Name, email address, email message, letter,	Legitimate interests – it is necessary for Us to read and store Your message so that We can respond in a way You would expect.
Grant application and consideration	Name, email, telephone number, home address, course applied for, Nursing and Midwifery Council PIN number, employer contact details, referee contact details, employment history, personal statement in support of application, CV, references, National Insurance number.	Legitimate interests – it is necessary for Us to read, discuss and store Your application form, CV and references so that We can give full consideration to Your application.
Grant awarding	As above.	Legitimate interests – it is necessary for Us to store Your application form, CV and references so that We can respond to any queries or subsequent additional applications from You.

## How we use your personal data

We will only use Your data in a manner that is appropriate considering the basis on which that data was collected, as set out in the table above.

For example, we may use your personal information to:

- Reply to enquiries You send to us
- Read and discuss Your application paperwork
- Communicate with You
- Administration and management of Our records

If we need to use Your data for an unrelated purpose, We will notify You and explain the legal basis which allows Us to do this.

## How we store your data

The Nightingale Fund Council stores Your data securely. All soft copy of Your data is stored on a Cloud-based Office 365 system. All hard copy of Your data is stored in a locked filing cabinet.

## When we share your data

All correspondence with You and sharing of information about You is only undertaken by Council members via a Cloud based email system.

We will only pass on Your data to third parties in the following circumstances:

- You have provided Your explicit consent for Us to pass to a named third party
- As required by law to share Your data.

We will never share Your personal data with third parties for marketing purposes.

## How long we will keep your data

We take the principles of data minimisation and removal seriously and have internal policies in place to ensure that We only ask for a minimum amount of data for the associated purpose and delete that data promptly once it is no longer required.

Any soft copy of Your data is stored for a maximum of five years and erased by deletion from the computer system with the exception of your name and national Insurance number which is retained for 7 years to comply with HMRC requirements.

Any hard copy of Your data is stored for a maximum of six months and destroyed by shredding.

## Cookies

Cookies are small files of letters and numbers that are stored on Your computer or other device when websites are loaded in a browser. They are widely used to ensure a consistent and efficient experience for visitors and perform essential functions enhancing users' experience of use of websites. The cookie is placed there for the purpose of recognizing Your specific browser or remembering information specific to Your browser, were You to return to the same site.

All cookies have an owner which tells You who the cookie belongs to. The owner is the domain specified in the cookie.

We only use First Party cookies (cookies which are owned by Us) on Our website They cannot be seen by anyone else. They do not contain any personal information about You. They are essential and if You turn them off some parts of the site may stop working.

## Data security

The security of Your personal data is essential to us, and to protect Your data, We have taken reasonable measures to prevent Your personal data being accidentally lost, deleted/destroyed, altered, disclosed or accessed. Only authorised personnel have access to Your personal data and all are subject to an undertaking to keep it confidential and are aware of their obligations when processing personal data.

We are aware of Our legal obligations regarding suspected data breaches and have the appropriate procedures in place regarding the notification of the ICO and of the Data Subjects affected by the breach.

### **Changes to your personal data**

If any of Your personal details change (such as You change Your email address or contact details), You are encouraged to let Us know so that We can update the information We hold about You.

### **Changes to this Privacy Notice**

We may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes, or if We change Our processes in a way that affects personal data protection.

The date of and the version number of this Notice is shown at the bottom. If You are viewing this Notice on Our website, we encourage you to check that you have read the latest version each time You visit Our website.

<b>Name:</b>	
<b>Position:</b>	
<b>Date:</b>	
<b>Due for review by:</b>	30.09.2024