



Last updated: 25.01.23

Supplementary Data Privacy Notice

We understand that privacy is important to you. We are committed to treating your personal information (PI) with care and integrity.

Under data protection laws, we are required to provide you with certain information about how we use your PI, what PI we process about you, how long we keep it and on what lawful basis. This information is provided in this supplementary privacy notice, and it is important that you read it.

This notice supplements and should be read in conjunction with the consent form for case studies

How do we use your personal information?

A case study is a personal story about an individual that can reveal information about personal background and attitudes as well as sensitive information around health, disability, ethnicity and age. It may also discuss highly personal issues while providing an individual an opportunity to share their experience with a wider community. This would include how the Lord's Taverners have provided help and support through their work.

If or when the Lords Taverners make any changes to any previously agreed version we will inform you and get your prior consent before the new version is utilised.

Case studies which include videos, audio, photographs and written narrative of individual participants are collected. These are used on our social media channels, in printed materials which could include, but not limited to, leaflets, posters, reports, newsletters to promote or celebrate the value of our programmes and the difference they make to those participating in them.

With whom do we share your personal information?

Access to individualised data is restricted to authorised third party provider(s) staff and Lord's Taverners staff. Appropriate security controls are in place to control access and ensure confidentiality of data.

Your information may be stored on computer systems belonging to or controlled by Lord's Taverners and authorised third-party service providers and may be transferred to countries other than your country of residence.

Lord's Taverners agreements with third-party service providers require that they and their service providers protect your information from unauthorised use or disclosure, and, where transfers are made outside of your country of residence, that these service providers ensure appropriate

measures are in place to protect your personal information (such as data transfer agreements that incorporate standard data protection and information security clauses).

A case study may shared with third-party service providers, partners, supporters and funders to promote, celebrate and communicate the value of our programmes and the difference they make to those participating in them. Such partners may use these as part of their communications.

Case studies may on occasion also be used to celebrate or promote our programmes more widely through local or national television or radio.



Personal Information Categories

Where required, we may process PI such as:

- First and last name, initials,
- Contact details including address, email address, contact phone numbers (including emergency contact)
- Health or disability
- Work country and location (site)

In addition we will also process sensitive personal information such as:

- Gender
- Ethnicity
- Date of birth

On what basis we use your personal information?

We collect and use your personal information for the legitimate interests of Lord's Taverners, including those described above in *"How do we use your personal information?"* This does not apply if our legitimate interest is overridden by your interests or fundamental rights and freedoms.

How long do we keep your personal information?

All personal information is kept in line with the Lords Taverners Retention Policy which is available on our website or by emailing Data@Lordstaverners.org.

In some jurisdictions, laws and regulations tell us how long we must keep your personal information. How long depends on the laws of the jurisdiction you are in when you share the information with us.

Data Controller

We have a contractual agreement with our delivery partners that together the Lord's Taverners and they and are the joint controllers of your personal information.

Contact Us

If you have further questions or concerns about the processing of your personal information, you can find the relevant contact details for our Data Protection Officer here:

Data@lordstaverners.org or 020 7025 0000