



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 registration consent form.**

### How do we use your personal information?

We keep personal information about you to ensure that we can give you the right kind of support in our programmes. We use it to report anonymously on how many people we have worked with, what we did and to check that we have given you the service we promised. We also use anonymised data to report on the work we have done and the outcomes that have come about as a result of our programmes. From time to time we may also gather information through surveys we may undertake.

The personal data on this form, including what is termed "sensitive" information (such as health and ethnicity) is maintained on our secure systems for the legitimate purpose of managing the programme and in evaluating how individuals and specific groups of individuals are benefitting from the work we undertake.

In addition personal contact information is held to ensure we can contact you for legitimate programme reasons and in the case of an emergency.

### 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 unauthorized 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).

### 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 –

- 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?

We only keep your information for as long as needed to fulfil the activities we have explained in the *"How do we use your personal information?"* section of this notice. All information is kept inline with the Lords Taverners Retention Policy which can be found on our website or by emailing [Data@Lordstaverners.org](mailto: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](mailto:Data@Lordstaverners.org) or 020 7025 0000