



Privacy policy

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This policy was produced by adapting from a privacy notice generated through the [Information Commissioner's Office](#) (ICO).

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1 Introduction

BEING MORTAL is a campaign which encourages us all to celebrate life and acknowledge, talk about and plan for death, dying and grieving.

Talking about and planning for these natural life processes helps to reduce fear, promotes wellbeing and gives us agency over our own story. It empowers us to engage, over time, in end-of-life decision-making which fully reflects what matters to us as individuals.

What is the purpose of this policy?

This privacy policy demonstrates BEING MORTAL's commitment to the appropriate use of information within our work.

Who does this policy apply to?

This policy applies to everyone involved in BEING MORTAL activities, including volunteers, directors and members of the BEING MORTAL Advisory Group.

2 Information we collect and use and why

We collect or use the following personal information where appropriate as part of **team recruitment, administration and management**:

- Contact details (e.g. name, address, telephone number or personal email address)
- Date of birth
- National Insurance number
- Gender
- Photographs (e.g. staff ID card)
- Copies of passports or other photo ID
- Copies of proof of address documents (e.g. bank statements or bills)
- Next of kin or emergency contact details
- Employment history (e.g. job application, employment references or secondary employment)
- Education history (e.g. qualifications)
- Right to work information
- Details of any criminal convictions (e.g. DBS checks)
- Training history and development needs
- Health information (subject to additional protection due to its sensitive nature)

We collect or use the following personal information for **managing staff health and wellbeing**:

- General health and wellbeing information
- Accident at work records
- Access needs or reasonable adjustments
- Health information (subject to additional protection due to its sensitive nature)

3 Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible [lawful bases](#) in the UK GDPR. You can find out more about lawful bases on the ICO’s website.

Which lawful basis we rely on may affect your data protection rights which are set out in brief below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website through the links below.

Your right of access

You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [Read more about the right of access.](#)

Your right to rectification

You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [Read more about the right to rectification.](#)

Your right to erasure

You have the right to ask us to delete your personal information. [Read more about the right to erasure.](#)

Your right to restriction of processing

You have the right to ask us to limit how we can use your personal information. [Read more about the right to restriction of processing.](#)

Your right to object to processing

You have the right to object to the processing of your personal data. [Read more about the right to object to processing.](#)

Your right to data portability

You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. [Read more about the right to data portability.](#)

Your right to withdraw consent

When we use consent as our lawful basis you have the right to withdraw your consent at any time. [Read more about the right to withdraw consent.](#)

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the end of this policy.

4 Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information as part of **staff recruitment, administration and management** are:

Consent

We have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

Contract

We have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.

Legal obligation

We have to collect or use your information so we can comply with the law. All your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.

Legitimate interests

We're collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All your data protection rights may apply, except the right to portability. Our legitimate interests are that we need information in order to protect those who volunteer or work with us and those who use our services.

For more information on our use of legitimate interests as a lawful basis you can contact us using the contact details set out at the end of this policy.

Vital interests

Collecting or using the information is needed when someone's physical or mental health or wellbeing is at urgent or serious risk. This includes an urgent need for life sustaining food, water, clothing or shelter. All your data protection rights may apply, except the right to object and the right to portability.

Our lawful bases for collecting or using personal information as part of **managing staff health and wellbeing** are:

Consent

We have permission from you after we gave you all the relevant information. All your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

Contract

We have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.

Legal obligation

We have to collect or use your information so we can comply with the law. All your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.

Legitimate interests

We're collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All your data protection rights may apply, except the right to portability. Our legitimate interests are that information is needed so that we can ensure the wellbeing of those who work with us and ensure we offer appropriate development opportunities.

For more information on our use of legitimate interests as a lawful basis you can contact us using the contact details set out at the end of this policy.

5 Our collection, retention and sharing of your data

We collect your information from the following places:

- Directly from you
- From referees (external or internal)

We keep information for as long as we need it whilst you continue in your BEING MORTAL role. When information is no longer needed it is securely destroyed.

In some circumstances, we may share information with external auditors.

6 How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details here:

BEING MORTAL contact details:

Amanda Roberts (Director)

email: amandajroberts57@gmail.com

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Helpline number: 0303 123 1113
Website: <https://www.ico.org.uk/make-a-complaint>

