

Data and Privacy Statement

The Bodie Hodges Foundation have always regarded the privacy of our families, volunteers and staff as fundamental to the operation of the service. Any personal data which you provide to us through any means (verbal, written, in electronic form, or by your use of our website) will be held and processed with the greatest of care and in accordance with the data protection principles set out in the General Data Protection Regulation 2018.

General Policy and Promise

- We are The Bodie Hodges Foundation, a registered charity 1196162.
- As a responsible charity, we value the trust you place in us when you shared your personal data.
- It is our promise to you that we will be open and honest about how we use the information you have entrusted with us.
- We take very seriously the security of data you entrust us with. We keep your data in secure networks and servers, at our offices in Leicester. We also have manual archiving of information which we keep secure by physical controls over access.
- We have policies and procedures to ensure data is not lost, accidentally destroyed, misused or disclosed.
- We will use your personal information for the purpose for which you gave it to us and to administer and keep records of your relationship with us and provide you with other relevant information regarding your relationship with the charity.
- We only hold data which is relevant to your interaction with the charity and will only hold such data for as long as it is needed or required by law.
- We will send you information about the charity, our activities and ways you can support us and will give you opportunities to choose what you receive and how you receive it.

- We recognise your rights under the law and will always observe your request for access, amendment and removal of data.

We never sell to or share your data with third parties except that we may share such data for limited purposes as detailed later in this promise. When we do so we remain the data controller and ensure that your data is properly kept safe and only used in accordance with the law and our promise to you.

- There are a few exceptional situations where we may have to breach confidentiality and pass on your details without your consent particularly in regards to safeguarding issues or if we are concerned that you are a danger to yourself or others.

The following pages give more specific details on different data we hold for different categories of individuals and how that data is used.

- Yours rights set out in the General Data Protection Regulation 2018 (GDPR) are detailed below.

Supporter Data Policy and Promise

If you support The Bodie Hodges Foundation or fundraise on our behalf the legal basis on which we hold and use your data is legitimate interest. This means that we will be in touch with you because we believe we have a legitimate interest in doing so and because it is something that you would expect to hear from us about. The basis on which we will communicate with you electronically is consent.

- We will always be respectful of your rights to privacy and will always consider the total quantity of communications individuals will receive from you, and the current status of your relationship with us before communicating with you.
- We will always respect your wishes and will always give you the option to opt out of some or all communications from us.
- We will use data we hold to personalise the information on fundraising activities that we are undertaking.
- We retain data only for as long as necessary and then we securely archive and destroy it.
- We also need to disclose your data in respective Gift Aid claims to HMRC.

- We may perform screening or profiling in respect of you as a donor for the purpose of personalising the material we may send to you.
- We may use your data for statistical analysis of our donors in general for internal purposes of management and developing our activities.
- We may also collect data about you from third party fundraising sites such as Just Giving or Facebook. You should make sure you are comfortable with their information policy when using their website, which is not our responsibility.
- We may use third parties to process your data for us in regards to the above relationship but we remain the data controller and will ensure all data is kept safely and is dealt with in accordance with the law and our promise.

Our commitment to you is that we will:

- Never sell your data
- Always keep your data secure
- Only send you material that is of potential interest to you
- Give you the option to not receive further communications
- Ensure our marketing is controlled and proportionate to ensure supporters do not feel overwhelmed
- Respect your data and your wishes

Use of 'cookies'

Like many other websites, The Bodie Hodges Foundation website uses cookies.

'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual. For example, we use cookies to store your country's preference. This helps us to improve our website and deliver a better more personalised service.

It is possible to switch off cookies by setting your browser preferences. Turning cookies off may result in a loss of functionality when using our website. These cookies are used to collect information about how visitors use our site.

We use the information to compile reports and to help us improve the site. The cookies collect information anonymously. This includes: the number of visitors to the site, where visitors have come to the site from, and the pages they visited.

Families accessing our bereavement services

Our bereavement counsellors will need to collect and maintain information about you/ your child who has died and any surviving children if they are in service with us.

On acceptance of you or your child attending sessions with us, we will seek written consent for holding and sharing of information and we will regularly review this consent with you. This is outlined in your Working Together and Counselling contracts.

Why we collect information about you and your child

- We receive information about your child from yourselves, you, other people involved including CDOP, Bereavement midwives as well as GPs. We use this information to help understand how your child died and what support we can offer.

These Records are stored electronically or on paper and may include:

- Personal details like their name, address, date of birth, parent/guardian, legal representative.
- Contacts we have with you like appointments and telephone calls.
- Relevant information from people who may be involved in you or your child's care.

How your child's records might be shared

When you or your child is referred to us and starts to access our services, we will check all information provided about you to ensure it is accurate and up to date.

We will ask permission to make contact with any relevant services you may be involved with, such as school, social care, and your GP.

We will always ask permission to share relevant information with other organisations and will only share relevant information to any organisation which has a genuine need for it or if we are under a legal obligation to do so.

Under the National data opt out you have the right to ask us not to share any information for research and planning purposes.

Sometimes we are requested to share information to inform research to improve future care or services. Under the National data opt out you have the right to tell us not to share any of your information.

The national data opt-out was introduced on 25 May 2018, enabling individuals to opt-out from the use of their data for research or planning purposes. For more information on the national data opt-out, please visit www.digital.nhs.uk/services/national-data-opt-out. You can find details here for how you can view and manage your choices.

Why we collect information about you

This may include details about your emotional wellbeing, mental health, family circumstances. This also applies to any children and young people regardless of them accessing our services.

We will only collect this information from you directly, and we won't share it with anyone without your permission unless there is a legal reason to do so such as a safeguarding issue.

When we might need/ask to use your data for other purposes

We value your input in promoting The Bodie Hodges Foundation and providing feedback about our services. We will always ask for your consent to use your information when requesting feedback or when involving you in surveys or consultations.

Occasionally we might ask to use your data for publicity and fundraising purposes. We will never do this without your explicit consent which will be reviewed annually. You can withdraw that consent at any point.

In rare circumstances, we may be obliged to share your information without forewarning or without your consent. For example, if we believe you or your child may be at risk of harm or there is a public health risk, we may have a legal or professional duty to share information about you with the authorities.

Staff and Volunteers Policy and Promise

- If you are an existing employee, applicant or volunteer, the legal basis on which we hold and process your data is Legitimate Interest, on the basis that you have provided

the data for us to process in respect of your volunteering or employment and we both have an interest in processing that data in relation to this.

- Legitimate Interest will last as long as your service with us.
- If you join us after 25 May 2018, the legal basis will be consent, which we will obtain at the time of your application. This will allow us to process the information if your application is successful.
- If you apply for a role at The Bodie Hodges Foundation, we will use the information we collect from you to process your application. We will also use it to communicate with you regarding the application, validate any information collected, validate your entitlement to work/volunteer in the UK and, if necessary, assess disability access requirements. Finally, we will use your information to monitor recruitment statistics and exercise specific rights or obligations with regards to the position or you as an applicant.
- Information we collect from employees and volunteers enables us to maintain accurate records of our relationship, communicate with you, process payments required, monitor employment statistics, carry out our obligations and exercise rights in relation to employment/volunteering.
- We may need to request access to records of criminal convictions and offences if necessary for your employment/volunteering.
- Your data may be shared internally for the purposes of managing the recruitment process or managing your employment or volunteering with us.
- Your data will only be shared with other organisations as necessary to check your application once you have been offered a position and to process your information for The Bodie Hodges Foundation benefits and employment taxes.
- We are obliged to share the following information with third parties:
Personal and financial information with regard to payroll and pensions management.
Personal information with professional bodies and regulators.
Payroll information with HMRC .
- We will only use your data for the purposes outlined and will only contact you using that data for the purposes outlined.
- We will obtain your consent to use your data for any other purpose.
Data will be held for the following periods

Unsuccessful applicants – up to six months after the recruitment process is completed and then securely destroyed

Successful applicants – six years after the completion of your service

Contacting us about the data we hold

To update or correct the data we hold please contact the appropriate departments as below

Relationship	Name	Phone	Email
Donor/supporter	Ruth Johnson	07857 943322	ruth@bodiehodgesfoundation.co.uk
Family in service	Nicola Rhodes Emily Burns	07483 347008 07475 761950	nicola@bodiehodgesfoundation.co.uk emily@bodiehodgesfoundation.co.uk
Staff/Volunteers	Donna Hodges	07483 438672	donna@bodiehodgesfoundation.co.uk

Right to be	Explanation
Informed	Our communications with you will include GDPR information and explain your options. The publication of this of this notice also provides clear and transparent information on the data we hold about you as a data subject.
Access	You can request a copy of any data we hold about you
Rectification	You can request we correct any incorrect data we hold about you
Forgotten	In certain circumstances, you can ask for your data to be erased from our records
Restriction of processing	When certain conditions apply, you can restrict processing of your data
Portability	You can have information transferred from us to another organisation
Object to processing	You have the right to object to certain forms of processing including direct marketing
Object to automated decision making	You have the right to object to decisions being made about you solely made by systems or technology

To request access to the data we hold about you or to raise a complaint about our use or retention of data, contact the Data Protection Officer, Ruth Johnson as listed above. Or write to us at The Bodie Hodges Foundation, 254 Braunstone Lane, Leicester, LE3 3AS.

Your Rights

Dealing with data protection breaches

If you wish to take your complaint further, you can contact the Information Commissioner's Office (ICO), which is the independent regulatory authority who exists to uphold information rights in the UK.

For more information, visit their website or call their helpline on 0303 123 1113.

Where staff, volunteers, or families working with us think that this policy has not been followed, or data might have been breached or lost, this will be reported immediately to the Data Protection Officer –Ruth Johnson, 01162436367
ruth@bodiehodgesfoundation.co.uk

We will keep records of personal data breaches, even if we do not report them to the ICO.

We will report all data breaches which are likely to result in a risk to any person, to the ICO.

Reports will be made to the ICO within 72 hours from when someone at The Bodie Hodges Foundation becomes aware of the breach. In situations where a personal data breach causes a high risk to any person, we will (as well as reporting the breach to the ICO), inform data subjects whose information is affected, without undue delay. This can include situations where, for example, an email containing sensitive information is sent to the wrong recipient. Informing data subjects can enable them to take steps to protect themselves and/or to exercise their rights.

Changes to this policy

We may need to update this policy periodically. If any substantial changes are made to this policy, notification will be placed on our website.

This policy was last updated in January 2025.

To be reviewed:
January 2026