



Information collected about Benefactors and Members to share information about fundraising/other events and Hospice services

This appendix is intended to let you know how and why we use information collected about Benefactors, Members, Volunteers and staff. Please read this notice carefully. We may update this notice from time to time.

1. Who we are

Information on Hospice Malta can be obtained from: <https://hospicemalta.org/about/>

2. What data do we collect about you?

Personal data we collect may include one or more of the following:

- your name, postal and email address, contact number(s), records of your correspondence with us, donation details, information you may enter onto the website, any information you choose to share with us

3. How do we use the data we collect about you?

We use your personal data to continue our existing relationship and/or for the following purposes:

- to process and acknowledge your donation, sponsorship through a receipt and thank you letter
- following your consent, we will send you information we think may be of interest, such as fundraising appeals and events, updates on our work
- We will always keep your data secure and confidential. However, disclosure may be required by law, for example to government bodies and law enforcement agencies.

4. How we protect and keep your data?

We have security procedures and technical measures to protect your data. Your data will be kept in a secure environment with access restricted on a need to know basis. We don't keep your data for longer than is necessary (as noted in the document above). Hospice Malta has appointed a Data Protection Officer who is responsible for all matters concerning data and its securities.

5. How do you update your personal data?

We want to make sure that your personal data is accurate and up to date. Please let us know if your details change. To let us know of any changes please contact Hospice Malta using the following contact details:

Hospice Malta, St. Michael Hospice, Triq Adelaide Cini, Santa Venera
Email: info@hospicemalta.org Tel: 21440085

6. What rights do I have over my personal data?

Under the General Data Protection Regulation, you have the right to:

- Request in writing for a copy of your personal data which we hold about you
- Request in writing to amend any personal data if it is found to be inaccurate
- Request in writing so that personal data is erased
- withdraw consent to the processing of your information at any time

To do any of the above, please contact Hospice Malta using the following contact details:

The Data Protection Officer
Hospice Malta, St. Michael Hospice, Triq Adelaide Cini, Santa Venera
Email: info@hospicemalta.org
Tel: 21440085