

Challenger Children's Fund

Privacy Policy

INTRODUCTION

This privacy notice sets out the basis on which Challenger Children's Fund gathers and processes your personal information in compliance with the relevant data protection regulation and laws.

It will provide you with the necessary information regarding your rights and our obligations, and explain how, why and when we process your personal data. By submitting an application form and by providing personal data to us, you are accepting and consenting to the practices described in this policy.

1 Who We Are

Challenger Children's Fund are committed to protecting and respecting your privacy.

We are Registered in Scotland as a charity – no: SC037375.

For the purpose of the Data Protection Act 1998, Challenger Children's Fund is specified as the data controller when processing your data. Our designated Data Protection Officer/Appointed Person can be contacted at info@ccfscotland.org.

2 Information That We May Collect From You

Challenger Children's Fund processes your personal information to meet our legal, statutory and contractual obligations and to provide you with our services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

3 Information You May Give Us

This may arise from you filling in forms on our website <https://ccfscotland.org/> or by corresponding with us by telephone, e-mail or otherwise.

4 How We Use Your Personal Data

Challenger Children's Fund takes your privacy very seriously and will never disclose, share or sell your data without your consent; unless required to do so by law. We only retain your data for as long as is necessary and for the purpose(s) specified in this notice. The purposes and reasons for processing your personal data are detailed below:

- We collect your personal data to provide our services and to ensure that applications are completed and processed;

5 Your Rights

You have the right to access any personal information that Challenger Children's Fund processes about you and to request information about:

- What personal data we hold about you;
- The purposes of the processing;
- The categories of personal data concerned;
- The recipients to whom the personal data has/will be disclosed;
- How long we intend to store your personal data for; and
- If we did not collect the data directly from you, information about the source.

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request that we erase or restrict processing of your personal data (where applicable) in accordance with the data protection laws. Where applicable, you have the right to data portability of your information and the right to be informed about any automated decision-making we may use.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

6 Sharing and Disclosing Your Personal Information

We do not share or disclose any of your personal information other than for the purposes specified in this notice or where there is a legal requirement.

7 Safeguarding Measures

Challenger Children's Fund takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data.

8 Consequences of Not Providing Your Data

You are not obliged to provide your personal information to Challenger Children's Fund, however, as this information is required in order to provide you with our services, we will not be able to offer some/all our services without it.

9 How Long We Keep Your Data For

Challenger Children's Fund only ever retains personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations.