



BORDERS CHILDREN'S CHARITY

Scottish Charity Number SC026072

Privacy Notice for beneficiaries

Our contact details

Name: Penny Stratford

Address: Wooden House, Kelso TD5 8HG

Phone Number: 07917867276

E-mail: contact@borderschildrenscharity.org.uk

The type of personal information we collect

We currently collect and process the following information:

- Name & contact details for the Professional making the referral on behalf of applicants
- Bank details for the organisation who will process any grant awarded
- Names, postal towns & postcodes of the child/children whom the referral is made for
- Supporting information on the family circumstances and any other relevant information, including limited medical details if necessary
- If a quote is provided to allow direct delivery of items to an applicant's home, the address and contact details of the responsible adult are collected by the supplier, whose organisation has their own GDPR policy in place, and shared with us to allow processing and payment
- Feedback from families on the impact our donation has had, which may include photographs and videos as well as quotes

How we get the personal information and why we have it

Date: 14/04/2025

The personal information we process is provided to us directly by the referrer for one of the following reasons:

- To provide details for the grant application
- To further the aims of the charity by showing how the money donated benefits individuals

We use the information that is given us:

- To enable the committee to decide whether to make a grant
- To communicate with the referrer if needed regarding your case.
- To meet our legal requirements to store data for 7 years for OSCR

We *do not share this information* with any external organisation and also limit access to it within our charity committee. The applications are given a code name at point of receipt by the Requests Officer and at no point are individuals discussed by name. Quote details are restricted to the Requests Officer and Treasurer to enable payment, processing and delivery of goods.

Where we have consent, we may also process

personal data to provide, from time to time, an email newsletter (see below).

The lawful basis for processing this personal data

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- Our legal obligation to store the data for 7 years.
- Our legitimate interest to process the application and allow an informed decision, based on the specific circumstances, to be made on the awarding of a grant. Those who make the award do not know the name of the individual concerned.

Where medical information is included, this falls under special category data. The condition that permits us to process such data in the course of our legitimate interest is that we are a "Not for profit body".

How we store your personal information

Your information is securely stored using a cloud-based service that requires two-factor authentication for access.

We keep Application forms for 7 years. We will then dispose your information by deleting it from our secure storage.

FOR PERSONAL DATA WHERE CONSENT HAS BEEN GIVEN FOR USE - We keep your information indefinitely unless you withdraw your consent. We will then dispose of your information by deleting it from our secure storage and any public place that we have access to eg our social media. If you no longer wish to share your data, you can ask to have your details removed by contacting us using the details above, or through your referrer.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

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, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at contact@borderschildrenscharity.org.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at contact@borderschildrenscharity.org.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113.

ICO website: <https://www.ico.org.uk>