



Scottish Charity Number SC026072

Privacy Notice For Referrers

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 about you when you fill in an application form:

- Name & professional contact details for the Professional making the referral
- Bank details for the organisation who will process any grant awarded
- 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. Quote details are restricted to the Requests Officer and Treasurer.

To see the details we collect about the child(ren) in the application, and how we handle their data, please see *Borders Children's Charity Privacy Notice For Beneficiaries*.

How we get the personal information and why we have it

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

- To provide details for the grant application

We use the information that you have given us:

- To enable the committee to decide whether to make a grant
- To communicate with you (the referrer) if needed regarding the case.
- To meet our legal requirements to store data for 7 years for OSCR
- To be able to pay any grant that is awarded

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.

The only exception is that where we have your consent, we process your personal data to provide, from time to time, an email newsletter and so we will share your name and email address with Mailchimp (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.

If you choose to subscribe to our email newsletter we rely upon your consent to process your email address (see below).

Email Newsletter

From time to time, we may send out by email an e-newsletter, containing information about our work which may involve the promotion of our services and/or charitable aims. Inclusion on the mailing list to receive

the newsletter requires your consent. You are required to “opt-in” to receive the e-newsletter; and you may unsubscribe (revoke) your consent at any time by contacting us or clicking the unsubscribe link in the mailing.

How we store your personal information

Your information is securely stored using a cloud-based system with two-factor authentication.

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

Where you have given consent, we use Mailchimp to store email addresses for our email newsletter mailing list. Your data is held until such time you opt-out/unsubscribe. Mailchimp processes your data in a way that is consistent with the UK GDPR and their terms and conditions, to which we have agreed.

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 SK9 5AF

Helpline number: 0303 123 1113.

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