



Craighalbert Centre
Enabling Children to Achieve

Scottish Centre for Children with Motor Impairments Privacy Notice

Our contact details

Name: Scottish Centre for Children with Motor Impairments

Address: 1 Craighalbert Way, Cumbernauld G68 0LS

Phone Number: 01236 456100

E-mail: admin@craighalbert.org.uk

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (including name, date of birth, and contact details)
- Financial data (including bank account details)

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 by filling in forms or by corresponding with us by post, phone, email or otherwise. The lawful basis for processing this information is that it's necessary for our legitimate interests. This includes personal data you provide when you:

- make a donation
- request information to be sent to you;
- make a complaint
- complete a survey; or give us some feedback.
- Contact, Financial and Transaction Data from providers of technical, payment and delivery services such as: Aspen Solutions & GCI who have system/server access.
- Online giving resources (e.g. Just Giving/Easyfundraising) will provide details of donations you have made to us.

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

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting admin@craighalbert.org.uk

(b) We have a legitimate interest.

How we store your personal information

Your information is securely stored on our server.

Retention

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and

whether we can achieve those purposes through other means, and the applicable legal requirements.

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 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. Occasionally, it may take us longer than a month if your request is particularly complex, or you have made a number of requests. In this case, we will notify you and keep you updated.

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

Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information. If you have any questions about this privacy notice, please contact the Data Protection Officer.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at FOI@craighalbert.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>