

OUR PRIVACY STATEMENT

This statement has been created for our Members and Springboarders. It explains how Scotty's Little Soldiers must look after your information by law, under the Data Protection Act 2018.

Scotty's Little Soldiers must tell you how they look after your personal information (data). We have a responsibility to keep any personal information you share with us safe and secure.

At Scotty's Little Soldiers we take great care to protect the personal information you give to us. Sometimes the law means we will have to share your personal information, so that we protect you or other children/adults.

This statement describes how Scotty's Little Soldiers will look after and store your personal information.

What is your personal information (data)?

Your personal data is information which relates to you as an individual and could identify you. This could be your name, address, email, phone number or even photos and videos of you. It could also be non-personal information like the unique IP address of your device and include things that you have told us about yourself.

We may collect the following information about you:

- Your contact details, including your name, date of birth, email and phone number
- Photos, videos or audio recordings taken of you
- IP address

There may also be some Special Information, that is very sensitive and personal to you, and this may include:

- Details of your personal health and wellbeing
- Details of any medical conditions or medications you have
- Details about your bereavement
- Your sexuality
- Your ethnicity, religion or cultural background

Your information will be stored and processed securely and may be kept on paper and in electronic documents and systems.

What will we use your personal information for?

We want to help and support you through your membership with Scotty's Little Soldiers in the best way we can. We will therefore use your information for things like:

- Being a Scotty Member or Springboarder (a beneficiary of the charity)
- Keeping notes of our conversations with you in 1:1 sessions, over the phone, emails and contacts via the OpsZone website so we can refer to them and give you the help you need.
- Helping our Young Volunteers on the Scotty's Council in their volunteering role
- Understanding ways that we can improve our services to you
- Sharing your information with other peoples if you ask us to, or we need to by law

What legal reasons are there to use your personal information at Scotty's?

When Scotty's Little Soldiers uses your information, we need to have a justifiable legal reason for using it. We will only use your personal information in the way that means we can help and support you in the best way we can.

We can only use your information in certain ways and it must be for what is known as a legitimate use. This means we cannot keep information about you that we don't need to help and support you.

Very sensitive information needs to be collected at times, so we can offer you the best experience possible during your time at Scotty's Little Soldiers. The law says we must:

- process your data in a lawful, fair and transparent way.
- only collect your data for explicit and legitimate purposes.
- only collect data that is relevant and limited to the purpose(s) we have told you about.
- ensure that your data is accurate and up to date.
- ensure that your data is only kept as long as necessary for the purpose(s) we have told you about.
- ensure that appropriate security measures are used to protect your data.

When will Scotty's share your personal Information with others?

When you talk to Scotty's Little Soldiers our service is confidential to the organisation. This means we will not share your personal information with anyone else outside our organisation.

But sometimes the law requires us to tell someone else, for example if:

- You ask us to share.
- We believe that your life or someone else's life is in danger.
- You tell us that you are or are likely to seriously harm another person.
- You are being hurt by someone in a position of trust who has access to other children, young people or young adults.
- We are told we have to disclose information by law, e.g. in a court hearing.

What rights do you have under Data Protection Law?

- You ask to see the personal information we hold about you. We can make copies for you. Please remember if you have received 1:1 support with us, then some notes may be upsetting for you to read in years to come. If you want to see your records then just get in touch with us.
- You can ask us to change your records if you think they are wrong. We can change any personal information we hold about you that is wrong.
- You can ask us to delete any personal information we hold about you if we don't have a reason to keep it. If we feel we need to keep information about you we will explain why and discuss this with you.
- You can ask us to stop processing your personal information. This depends on the circumstances so please get in touch if you have any concerns.
- You can ask us to transfer your information to you or another organisation.
- You can ask us to stop sending you certain information, or ask us to use it in a different way.
- If you make a request to us, we have one month to respond to you. Please contact us at ask@scottyslittlesoldiers.co.uk, or at FAO DPO, Scotty's Little Soldiers, Unit 21 Bergen Way, King's Lynn Norfolk PE30 2JG

How long will Scotty's keep your personal information for?

We will only keep your information for as long as considered reasonable, depending on why we collected it and what it is being used for. Sometimes the law tells us how long we need to keep information for. We will keep your personal information safe and secure and only for as long as necessary when we will either delete it or archive your records.

How we keep your information safe and secure:

We are a technology-first charity and try not to keep any hard copies of personal data. Data we collect is usually stored electronically using protected software provided by organisations like Microsoft and Salesforce.

Cookies

Our websites use Cookies for site security, and to provide a better experience to visitors. This means we have a legitimate interest in their use, but we want to ensure you use our sites safely.

You can change your browser settings to reject these cookies if you prefer.

Links to other external (non-Scotty's) websites or social media sites:

This statement relates to the information we receive through your direct contact with Scotty's Little Soldiers. We do our best to ensure that any websites we link you to are safe. But, we cannot control how those other sites are used, how they collect information or store it.

We suggest that if you click through to a third-party site via our website, then look at their privacy statement for more information.

Be careful and make sure you protect your identity and personal data.

How to Contact us:

If you have any questions about how we use your personal data, you can get in touch at ask@scottyslittlesoldiers.co.uk

You have the right to contact the Information Commissioners Office if you feel we haven't complied with our Privacy Statement. Their website is www.ico.org.uk or you can call on 0303 123 1113.