



GENERAL DATA PROTECTION REGULATIONS – PRIVACY STATEMENT

We keep our privacy notice under regular review and we will place an updated version on this page. This will help ensure that you are always aware of what information we collect and how we use it.

Your personal data is being collected and processed by SCRATCH.

If you have any concerns about how SCRATCH is handling your personal data, these can be raised by writing to SCRATCH at

Unit 33 Mount Industrial Estate
Southampton
SO14 0SP

Email: reception@scratchcharity.co.uk

What information do we collect about you?

Whilst visiting our site, you may be asked to enter personal data on one of our online forms. 'Personal data' means any information relating to an identified or identifiable natural person.

The information requested will be the minimum necessary in order to provide our services effectively, and may include your name, contact details, and other personal data.

In some cases, we may request sensitive personal data, such as ethnic origin or religious belief, but only when necessary to provide the service requested.

Important information about the processing of your personal data

- The purpose of the processing will be the service or function for which the information is being collected, and your personal data will not be used for another purpose, unless provided for by law
- SCRATCH may share your personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences
- We will not process your personal data unless it is necessary to do so in order to comply with a legal obligation, perform a particular task, or to fulfil the requirements of our projects
- Your personal data will only be held for as long as necessary for the performance of the service or function. This period will vary depending on the

service or function being performed and further details are available upon request

- You have the right to request access to your personal data being processed by us. Please request a Subject Access Request form by phoning 023 8077 3123 or e-mailing reception@scratchcharity.co.uk
- You have the right to request the rectification, erasure, or restriction of processing of your personal data. Such requests should be made in writing to SCRATCH at the address shown above.
- If the processing of your personal data is based on your consent, you have the right to withdraw this at any time. Please note, withdrawal of your consent will not affect the lawfulness of any processing that took place prior to this
- Whilst concerns about the processing of your personal data should be raised with SCRATCH in the first instance, you have the right to lodge a complaint with the Information Commissioner's Office
- If we are requesting your personal data, it is because it is necessary and relevant to the service or function being performed. As such, if you withhold information, it is likely that we will not be able to perform the service or function, or there will be a delay in doing so
- Your information will be held and transferred securely at all times and we will ensure that nobody has access to it who shouldn't.

April 2018