



PRIVACY INFORMATION NOTICE

Children's Health Scotland is committed to safeguarding any personal information you give us. When you do give us personal information we will make sure to meet our obligations to keep it safe under the Data Protection Act 1998 and the EU General Data Protection Regulation (GDPR). **This privacy information notice explains how we use information collected from foster and kinship carers who attend our workshops.**

The information we hold, why and what we do with it: We collect, store and use your name, address, email address and phone number. The basis for processing this information is that it is in your and our legitimate interests that we do so. It means that after our workshops we can provide you with information or resources you may find helpful and/or answer more fully any queries that you may raised during the workshops.

If you sign up to receive CHS's news mailing we will use your email address to send it. We won't send you this unless you agree one can be sent. We may use Mailchimp to send our mailing and they will need your name and email address. Mailchimp complies with the EU-US Privacy Shield Framework. Read their privacy policy <http://mailchimp.com/legal/privacy/> By subscribing to our news mailing you agree to us sharing your name and email address with Mailchimp.

If you sign up to our newsletter via our website, send a query or email any of our staff via our website your contact details will be stored on a UK based secure server managed by the Graphics Coop. Read their privacy policy <https://graphics.coop/privacy-information-notice/>

We may use your contact details to phone for feedback about the workshops if you have agreed to this. We do this to find out how we may have helped and how we can improve. We sometimes use feedback to report to our funders but we never identify individuals.

We may also process special category information (health, race, sexual orientation, religion/belief, refugee/asylum seeker status) collected if you fill in our equalities monitoring form. This information is anonymised and is used to help us monitor equality of access in our service. You don't have to provide this. The legal basis for us processing this is consent: special category: research and statistics.

We will only use your details for the purposes specified. Tell us if any of your details change so we can keep our records up to date.

How we store your information: Any information you provide will be kept confidentially and securely. Only those in our organisation who need to contact you or provide you with information will have access.

Who personal data will be shared with: We will only share information with other third parties/service providers where it is necessary for a legitimate reason to help us to provide you with our services (eg mailchimp). We won't do unless we check with you first, or unless the law requires us to do so.

Your legal rights in relation to personal data: Under the GDPR you have certain rights about the information we hold about you. You have the right to be informed about your personal information; to request access to your information; to ask us to correct it if it is wrong; to ask for it to be erased where it is no longer necessary for the purpose for which it was collected; to restrict its use. You can object to the use of it where the processing is based on consent. You have the right to data portability (to be given back your data in a structured format) or for us to give it to someone you choose); and rights in relation to automated decision making and profiling.

There may be reasons why we cannot do some of what you ask but if this is the case we will explain this. To find out more about your rights visit the ICO website. <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

To make any of these requests email: enquiries@childrenshealthscotland.org with the heading Data Protection Request.

You also have the right to complain to the ICO if you have concerns about the way your personal data is being handled and we have been unable to resolve this. www.ico.gov.uk

How long we keep information: For three years. We will then remove your details from our records securely and confidentially. You can however ask us to remove your information earlier by emailing enquiries@childrenshealthscotland.org

If you are on our news mailing list, we may check from time to time that you still want the mailing. However you can ask us to remove your name from our news mailing list at any time by selecting unsubscribe when you receive the mailing, or by emailing us.

Other: We do not make decisions about the use of your personal information using automated processes. You don't have to provide us with your information as part of a statutory or contractual requirement or obligation.

If you require this information in another language/format, please get in touch enquiries@childrenshealthscotland.org Telephone: 0131 553 6553.

Our Website: Our website has information and resources which you may find of interest. If you use our website, social media or subscribe to our e-news mailing, please read our website privacy information notice on <https://www.childrenshealthscotland.org/privacy/>

Who we are: Children's Health Scotland is a Registered Charity No. SC006016 and a Registered Company No 100114 with its registered office at 22 Laurie Street, Edinburgh EH6 7AB.

Children's Health Scotland is registered with the Information Commissioner's Office (ICO) registration reference Z9730402.

You can contact us by writing to the registered office address, by using our website contact form, by email to enquiries@childrenshealthscotland.org or by telephone on 0131 553 6553.

