

## **Privacy Notice: charitable status applications**

We are committed to protecting your privacy in-line with the Data Protection Act 2018 and the GDPR (General Data Protection Regulations).

This privacy notice tells you what to expect from us when we collect your personal information during the charitable status application process.

### **1. What we need from you**

OSCR is the data controller of your personal data. This means that we control the personal data that you give to us.

During the charitable status application we need to collect the personal details of those proposing to act as charity trustees. We also need to collect the personal details of the nominated Principal Contact for the proposed charity.

We collect the following personal data during the charitable status application process:

Name (including any previous names), date of birth, address, telephone number(s), email address, occupation

### **2. Why we need your personal data**

We are the national registrar and regulator of all Scottish charities and we are required by law to collect this information. Without your charity trustee details and declarations, we would be unable to consider your application.

We use this information to make sure that people applying to be in charge of charities are not disqualified from serving on a board of trustees or directors.

Under **GDPR Article 6(1)(e) Lawfulness of Processing**, the Scottish Charity Regulator has legal authority contained within the *Charities and Trustee Investment (Scotland) Act 2005* to carry out these functions and their designated public task of regulating Scottish Charities.

### **3. What we do with your information**

When we receive your application, we check your information against a number of open sources including: Companies House and the Accountant in Bankruptcy and then we store it securely within our electronic management records system (as an application file).

If your application is successful, unsuccessful or withdrawn we close and delete the application file 5 years after the date it was closed. In our Online status application form those abandoned or withdrawn before submission are deleted after 3 months. Online applications are deleted from that system immediately following successful submission to OSCR.

Your personal data will be held securely on our cloud servers, based within the European Union.

#### **4. Keeping your Principal Contact details updated**

We require your nominated Principal Contact information to be kept up to date, since this is published on the Scottish Charity Register. When a charity registers for OSCR Online, principal contact details are required and must be kept up to date. OSCR will use these details to send important information about your charity's registration, OSCR events and publications to you.

#### **5. What are your rights**

You have the right to access the information we process (hold) on you. You can do this by making a Subject Access Request (SAR) to us at any time. Please email our Data Protection Officer (see contact details below) to make your request.

You also have the right to object to the processing of your personal data. You can also ask for your information to be:

- Corrected (rectified)
- Deleted
- Restricted.

#### **6. Our policies**

You can find out more about our Data Protection Policy and our Cookie Policy by visiting [this page on the OSCR website](#).

#### **7. Contact us**

Please contact our Data Protection Officer if you wish to discuss this privacy notice, our data protection policies, or if you wish to make a Subject Access Request.

They can be contacted at:

Email: [info@oscr.org.uk](mailto:info@oscr.org.uk) putting Data Protection in the subject line

Mail: Data Protection Officer  
OSCR  
2<sup>nd</sup> Floor, Quadrant House  
9 Riverside Drive  
Dundee DD1 4NY

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