

Privacy Notice: OSCR online

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 when registering your charity in the OSCR online application.

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. When an organisation is granted charitable status OSCR will add the details provided on the application to the Charity Register.

In order to register for OSCR online we may need the personal details of the nominated Principal Contact for the proposed charity if this has changed since the charity was granted status, the Principal Contact may be a named person or a named business or agent acting on behalf of the charity.

We may collect the following limited personal data during the registration process:

Name, address, telephone number(s), email address, position in charity.

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.

We need this information to be able to communicate with the charity with regard to the duties of the trustees such as submission of accounts and annual reports. We also need to be able to communicate with charities to advise them of relevant information, OSCR Events, changes in practices and other useful items. No marketing emails are sent only relevant information from OSCR.

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

Following registration on OSCR online a username (the charity number) is created and once in the application a user can add or change contact information. Within the application users can file their Annual Reports and accounts, charities with a

turnover of over £25,000 will also have their (redacted) reports published within their entry in the Charity Register. The information provided forms part of the Charity Register some of which is published on our website at <https://www.oscr.org.uk/> .

There is an option to request the withholding of the contact detail from display on the publicly available part of the register, however unless there is good reason for this we do not expect this to be withheld.

Your personal data will be held securely on our servers, based within the UK.

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 also 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 GDPR and 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 putting Data Protection in the subject line

Mail: Data Protection Officer
OSCR
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9 Riverside Drive
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