

Privacy Notice: OSCR online

[updated 30 June 2025]

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

This 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.

To register for OSCR online we 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.

OSCR online can have up to three registered charity users. We need the name and email address of each of these charity users. We may also hold details of their phone numbers and job titles.

We collect the following personal data for each charity trustee.

Name, known as name (where applicable), home address, telephone number(s), email address, date of birth and date of appointment. If the charity trustee resigns, we will ask for the date of resignation.

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 about the duties of the charity 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.

Section 3 of the 2005 Act also requires OSCR to keep a public register of charities, review it from time to time, and keep it up to date. The personal information to be recorded and shown on the public Register is:

- the name of the charity
- the name of each of its charity trustees [from early 2026]
- the principal office address or, if the charity does not have a principal office, the name and address of one of the charity trustees as a Principal contact

The first and last name of each charity trustee will be published on the Scottish Charity Register from early 2026. This will enhance transparency and public trust, allowing donors, funders, and the public to see who is responsible for governing each charity.

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 (your email address) 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, which are published on 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/>.

Users will also be able to use OSCR online to enter details of charity trustees. The first and last names of charity trustees will be published on the Register entry of the charity.

You can apply to OSCR to request the withholding of charity trustee names and the charity contact detail from display on the publicly available part of the Register where publication of that information is likely to jeopardise the safety or security of any person or premises otherwise we do not expect this to be withheld.

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

4. Keeping your Principal Contact and charity trustee details updated

We require your nominated Principal Contact and charity trustee 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 and charity trustee 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.

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
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9 Riverside Drive
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