

# ENABLE Scotland Privacy Policy



**ENABLE Scotland wants to protect any personal information that you give to us.**

This policy is made in order to comply with General Data Protection Regulation 2018, the Data Protection Act 1998 and to tell you how ENABLE Scotland will use any personal information that you give to us.

[www.enable.org.uk](http://www.enable.org.uk)



**An equal society for every person who has a learning disability**

ENABLE Scotland is a charity registered in Scotland No SC009024



## This policy includes:

- > How do we collect information?
- > What information we collect and what we use it for
- > How we use your information
- > How do we protect your personal information
- > Under 18's
- > Right of access
- > Changes
- > Concerns

If you have any questions, comments or suggestions, please let us know by contacting [dataprotection@enable.org.uk](mailto:dataprotection@enable.org.uk)

## How do we collect information?

We receive personal information about you in a number of ways. This includes (but is not limited to) if you make an enquiry about our services, fundraising, campaigns or other things that we do; if you register with us to take part in an event or competition; if you make a donation; if you sign up for membership or if you apply for a job with us.

## What information we collect and how we use it

The types of personal information we might ask for may include your name, address, gender, email address, telephone number, credit/debit card or direct debit details.

The type and quantity of information we collect and how we use it depends on why you are providing it.



## Supporters

If you support us, for example by making a donation, volunteering, registering to fundraise or signing up for an event, we will usually collect:

- > **Your name.**
- > **Your contact details.**
- > **Your date of birth.**
- > **Your bank or credit card details.**

Where it is appropriate we may ask for:

- > Information relating to your health (for example if you are taking part in a high risk event). Your motivation for giving, including whether this relates to any personal experience of ENABLE Scotland. We will never make this question mandatory, and only want to know the answer if you are comfortable telling us.

## How do we use your data?

When making a donation or becoming a member of ENABLE Scotland, the information we collect from you will be held and stored securely. We endeavour to keep all individual's data inside the European Economic Area (EEA) (we use servers located both in the UK and EEA), and work with our suppliers to ensure that in the event any data is transferred outside the EEA, the same level of security and protection of processing afforded under the General Data Protection Regulation 2018 are applied.

We will never sell or share your data with another organisation or use it in such a way that conflicts with your rights under data protection legislation.

We may use third party companies to assist us in understanding the data we hold about you. Please be assured that any data shared with third party companies for this purpose shall be anonymised, meaning you cannot be identified. Within ENABLE, only those authorised to process your data can access your data. This is done in accordance with this Policy and in line with our Privacy Notice ([link here to the Privacy Notice on website](#)).



## Direct Marketing

With your consent, we will contact you to let you know about the progress we are making and to ask for donations or your help with a campaign. We make it easy for you to tell us how you want us to communicate with you, in a way that suits you.

Our forms have clear marketing preference questions and we include information on how to request no contact from us. If you don't want to hear from us, that's absolutely fine, please just get in touch to let us know and we will make sure your wishes are followed.

## We collect information in the following ways:

### When you give it to us

You may give us your information in order to sign up for one of our events, make a donation, support one of our campaigns or communicate with us. Sometimes when you support us, your information is collected by an organisation working for us (e.g. professional fundraising agencies), but we are responsible for your data at all times.

### When you give it to us indirectly

We may be given your information by independent event organisers; such as the Kiltwalk or fundraising sites like Just Giving or Everyday Hero. These independent third parties will only do so when you have indicated that you wish to support ENABLE Scotland and with your consent. You should check their Privacy Policy when you provide your information to understand fully how they will use your data.

Depending on your settings or the privacy policies for social media and messaging services like Facebook, WhatsApp or Twitter, you might give us permission to access information from those accounts or services.

Our online donations are processed by Stripe – a leading e-commerce tool. Our newsletter subscriptions are processed by Mailchimp. We also used an online activism tool called E-Activist on the campaigns section of our website. If you have any questions about these online tools, don't hesitate to contact us.

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### ENABLE Scotland

INSPIRE House  
3 Renshaw Place, Eurocentral  
Lanarkshire, ML1 4UF

### Contact ENABLE Direct

0300 0200 101  
enabledirect@enable.org.uk  
www.enable.org.uk

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## How do we protect your personal information?

We will make sure that any personal information that you give to us is kept secure, accurate and up to date, and only keep it for as long as it is needed and only for the purposes for which you have agreed we can use it. You can ask us to remove any personal information about you at any time.

We ensure to keep your personal details as safe as we possibly can, for example our online forms are always encrypted and our network is protected and routinely maintained. And, only those who need to work with your data have access to it. For example if you donate, only our fundraising team will see any financial information we hold. Again we regularly monitor who has access to safeguard your details.

Occasionally, we use external companies to process personal data on our behalf. We only work with trusted partners and we do comprehensive checks on these companies before we work with them, and put a contract in place that sets out our expectations and requirements.

We may need to disclose your details if required to the police, regulatory bodies or legal advisors.

## Under 18 year olds

If you are 18 or under, please get your parent/ guardian's permission before you give us any personal information about yourself.

## Cookies

Like most websites, we use 'cookies' to help us make our site - and the way you use it - better. Cookies mean that a website will remember you. 'Cookies' are small pieces of information sent to your computer and stored on your hard drive to allow an organisation who owns the website to know who you are when you next visit the website.

For more information about cookies and how we use them, [click here](#).

## Right of access

You have the right to ask for a copy of the information we have on you. This is free. You also have the right to delete and correct information about you.

## Changes

If your personal details change, please help us to keep those details up to date by telling us about any changes. If you want to see what information we have about you, or need to tell us about any changes to the information that you have given to us, please contact us using the contact details below. You can also ask us to remove any information we have about you at any time.



## Contact

FAO: Legal Team  
ENABLE Scotland  
INSPIRE House  
3 Renshaw Place  
Eurocentral  
Lanarkshire, ML1 4UF

**Phone: ENABLE Direct 0300 200 101**

**Email: [dataprotection@enable.org.uk](mailto:dataprotection@enable.org.uk)**

We may change this Privacy Policy at any time and will always show when it was last updated (at the bottom of the page). If you use this website after changes are made you will be agreeing to those changes.

## Concerns

If you have a concern about the way we handle information, you can report this to Information Commissioner's Office (ICO).

[For further information, click here.](#)

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