

# Children's Parliament Data Privacy Policy



## 1. About this Policy

- 1.1 This policy explains when and why the Children's Parliament collects personal data, how we use it, how we keep it secure and your rights in relation to it.
- 1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.
- 1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. Data subjects will be advised of any amendments via the Contact Us section of the Children's Parliament website, where this Data Privacy Policy is publicly available.
- 1.4 We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner [www.ico.org.uk](http://www.ico.org.uk). We will be the data controller of the personal data we hold about you.

## 2. Who we are

- 2.1 We are the Children's Parliament. Recognised as a Scottish Charity SC 026247. We can be contacted at CHILDREN'S PARLIAMENT, SUMMERHALL, EDINBURGH, EH9 1PL, 0131 558 9030 or via email [info@childrensparliament.org.uk](mailto:info@childrensparliament.org.uk)

## 3. What information we collect and why

Data Subject	Type of information we hold	Purposes	Legal basis for processing
E-newsletter Subscriber	Name, email address, organisation, how they heard about Children's Parliament and the date that our e-newsletter list was joined.	To maintain contact through our e-newsletter, updating subscribers with news of Children's	Consent given through subscription

		Parliament's activities.	
Unfeartie	Name, email address, organisation, sector, what's important for the subscriber about being an Unfeartie, where heard about Unfearties, the date joined, postal address, twitter name, image of the subscriber.	Delivery of Unfeartie assets to subscriber. Maintain contact with subscribers via email and social media.  Include the subscribers image in our web gallery and share via social media.	Consent given through subscription. Specific consent received for image use.

#### 4. How we protect your personal data

Children's Parliament staff will ensure that all data held by us is:

- fairly and lawfully processed;
- processed for limited purposes;
- adequate, relevant and not excessive;
- accurate;
- not kept longer than necessary;
- processed in accordance with the data subject's rights;
- secure; and
- not transferred to countries outside the EEA without adequate protection.

4.1 We won't transfer your personal data without your consent.

4.2 We have implemented appropriate technical and organisational measures to protect your personal data.

4.3 We use a recognised secure mailing list provider (MailChimp) to process your information online. More information about their data processing practices can be found at: <https://kb.mailchimp.com/accounts/management/about-mailchimp-the-eu-swiss-privacy-shield-and-the-gdpr>

4.4 We'll notify you promptly in the unfortunate event of any breach of your personal data which might expose you to serious risk.

## 5. Who else has access to the information you provide us?

- 5.1 We don't share your personal data with any third parties, unless required to do so by law.

## 6. How long do we keep your information?

- 6.1 We'll hold your personal data for as long as you are a subscriber. We only maintain your information for as long as it is necessary to enable us to comply with any legal obligations we may have.

## 7. Your rights

- 7.1 You have rights under GDPR:

- (a) to access the personal data we hold about you;
- (b) to be provided with information about how your personal data is processed;
- (c) to have your personal data corrected;
- (d) to have your personal data erased in certain circumstances;
- (e) to object to or restrict how your personal data is processed;
- (f) to have your personal data transferred to yourself or to another business in certain circumstances.

- 7.2 Further Information

If you have any further queries or complaints regarding data protection, please contact the designated Data Protection Officer (DPO) who is Cathy McCulloch, Chief Executive or

Trisha Emblem  
Administrator  
Children's Parliament  
Summerhall  
Edinburgh EH9 1PL

You have the right to take a complaint about how we process your personal data to the Information Commissioner (<https://ico.or.uk/concerns>):

Telephone:  
0303 123 1113

Via post:  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF