

## Privacy Notice - Registering Event Attendees

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### Who we are

We are the Fundraising Team for Coram and the Coram Group of Charities.

Coram (Thomas Coram Foundation for Children) was established by Royal Charter in 1739, is a Registered Charity 0312278, and is the Parent Company of the Coram Group of Charities which includes:

- Coram Voice - Registered Charity 1046207.
- Coram Children's Legal Centre (CCLC) - Registered Charity 281222.
- Coram Life Education (CLE) – Registered Charity 800727.
- Coram Academy Limited (trading as CoramBAAF) – Company Number 9697712.
- Coram Trading Limited (Coram-i) – Company Number 7034159.
- Coram Cambridgeshire Adoption – Company Number 8836476.

Coram's vision is that every child has the best possible chance to live a fulfilling life. We support children and young people from their earliest days to independence, creating a change that lasts a lifetime. We help build their confidence; we help them to develop skills; we uphold their rights and we find loving adoptive families for the most vulnerable.

The wider, more general Coram Group's Privacy Policy may be found [here](#)

The people collecting your personal information and processing your data are the Events Team within Coram's Fundraising Department.

### Contact us

If you have any questions, requests or concerns, please do not hesitate to contact us at any time via our main reception 020 7520 0300, our email address [fundraising@coram.org.uk](mailto:fundraising@coram.org.uk), or write to:

Fundraising Team  
Coram  
41 Brunswick Square  
London  
WC1N 1AZ

### Your rights

Remember, **you have rights** regarding your personal data.

- You have the right to be informed about the collection and use of your personal data
- You have the right to withdraw your consent which allows us to collect, store and process your personal data
- You have the right to request a copy of the information that we hold about you.
- You have the right to ask us to erase your data.
- You have the right to know if your personal data is being shared with anyone other than the person to whom you have given your personal data
- You have the right to restrict us processing your personal data

- You have the right to object and complain
- You have the right to know if we are collecting personal data on you for the purposes of profiling you.

To exercise your rights, please contact us.

### **What personal information we are collecting about you**

We are collecting the following information for the purpose of; inviting you to an Event being held by Coram or the Coram Group of Charities, creating guest lists, name badges, table plans, delegate lists for attendees (where applicable), process any donations that you may choose to make, etc:

- Name
- Address
- Phone
- Email
- Job Title
- Organisation
- Dietary and any other Personal Requirements (if applicable)
- Details of your Donation (if applicable)
- Gift Aid Status (if applicable)
- Number of Tickets Purchased / Raffle Ticket Purchase
- Bank details (if applicable)
- Relationship to Coram

### **Who will we share your personal data with**

It is extremely rare that we ever will share your personal details outside of the Coram Group of Charities. Usually the fundraising team only share information with our finance department in order to process your generous donations, payments or other fees.

In this instance we may be sharing your information with 3rd Parties such as Event Organisers for the purposes of security at venues, logistics, and to ensure that you are able to participate safely and comfortably in our Event to which you are being invited.

Should you choose to make a Donation or pay any associated Event Fees we will also be sharing your information with other parties such as our Finance Department for processing the Donation and with HMRC for tax/Gift Aid purposes and with 3rd Parties such as Event Organisers for the purposes of security at venues, logistics, and to ensure that you are able to participate safely and comfortably in our Event to which you are being invited.

### **Why we are collecting your personal information**

With your consent, we will collect personal information from you which will be stored on our secure servers.

### **Our lawful basis for collecting and processing your personal data**

In most cases, you will have actively provided your personal details and consented to the use of your personal details over the phone.

We have legitimate interest for collecting and processing your personal information in that processing of your personal data is not required by law but is of a clear benefit to Coram, an/or the Coram Group of Charities and there is a limited privacy impact on yourself as the Data Subject.

### **Retention of your personal information**

We will hold your information for a maximum time of 6 years at which time we will either;

- contact you again to renew consent and ensure your personal information is up to date in our records,
- or automatically erase your data