# Privacy Notice – Suppliers for Events

## 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, 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 purposes of booking you to participate in our Event:
- Name,
- Address,
- Phone,
- Email,
- Job Title,
- Organisation
- Biog
- photo
- bank details
- Relationship to Coram
- Dietary requirements (if Relevant)
- Any other personal or accessibility requirements to you may have to ensure that you are able to participate safely and comfortably at the Event

## 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.

## 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 for a specific reason.

We have legitimate interest for collecting and processing your personal information in that you have consented to supporting Coram in this way.

## Retention of your personal information
We will hold your information for a maximum time of 5 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