

## Privacy Notice - Individual one-off and regular donations

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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 Individual Giving 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 [supportercare@coram.org.uk](mailto:supportercare@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 process your personal information for the purposes of processing your donation(s), collecting gift aid, fundraising and telling you about the work that we do through marketing and newsletters. We collect and store the following kinds of personal information:

- Name
- Address
- Phone
- Email Address
- Bank details (not retained)
- Tax Payer Status for Gift Aid purposes

We may also analyse information you provide to us with other freely available public information to create a profile of supporter interests, preferences and level of potential donations so that we can contact you in the most appropriate way and with the most relevant information.

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

We do not share, sell or rent your information to third parties for marketing purposes. However, we may disclose your personal information in the following circumstances:

- To other third parties who support our fundraising operations including payment processing, printing and postage services
- Where we are under a duty to disclose your personal information in order to comply with any legal obligation, for example, where ordered by government bodies and law enforcement agencies.

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

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

We may have also collected your name and address from a third party initially prior to contacting you to gain your consent to collect further personal information for the purposes stated above.

### **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 keep your personal information only for as long as we need to and/or are required to.

The criteria we use for determining these retention periods is based on various legal requirements; the purpose for which we hold data and whether there is a legitimate reason for continuing to store it (such as in order to deal with any future legal disputes); and guidance issued by relevant regulatory authorities including, but not limited to, the Information Commissioner's Office (ICO).

In most cases this will be for a maximum of 6 years from the end of the accounting period of your last donation to us.

Personal information that we no longer need is securely disposed of and/or anonymised so you can no longer be identified from it.

We continually review what personal information and records that we hold, and delete what is no longer required