

Toys on the Table Fair Processing Notice

This notice is to tell you why we need your information, how to supply it and how we handle it.

What information we need from you?

We need your name, organisation/team, contact point address, e-mail address, land line and/or mobile telephone number

How do you provide this?

You will make these details available to us when you complete a Toys on the Table referral form.

Why do we need this?

For Service Delivery. Your personal information (Name, Email and Phone number) will only be used so we can deliver the service to you.

- Your phone number and/or email to inform you that the presents for the children you have referred are ready for collection.
- Your phone number and/or email if there are any queries regarding the contents of your referral.

Why are we allowed to process your information?

Data protection law allows us to process your information with certain conditions. In this case we are using your consent as the lawful condition for us to do this so that we can provide presents for those children that you have referred to us.

Who will we share this with?

Sometimes we need to share your information with others. We will only do this when it is necessary in order to offer you this service, or we are required to do so by law. We do not plan to share it with anyone else or use it for anything else. When it is necessary, we may disclose your personal information to the following organisations:

- Judicial Agencies e.g. Courts
- Police
- Education Providers
- Your Organisation/Team

How will we keep it secure?

We will take all reasonable steps to prevent the loss, misuse or alteration of your personal information. Only the people who need to see your personal information will be allowed access to it. We will not send your information outside of the UK.

How long will we keep it for?

We will only keep this information for as long as necessary or as the law requires,

- We will typically delete your referral which contains your personal information within the three months following the end of a Toys on the Table campaign
- We will retain your email address so that we can send you an invitation and a current referral form at the start of the following year's Toys on the Table campaign. The retained email address file is then deleted following the end of that campaign.
- Internal documentation which may contain your personal information is retained for up to six months to allow us to develop statistics to allow us to plan for the following year's campaign. This documentation is then typically deleted.

What are your rights?

You may request to see a copy of the personal information we hold about you. The law also provides you with other rights regarding your information including some around ; correction of inaccurate data, objection to processing, moving your information to somewhere else, and in some cases, getting your information deleted.

If you are unhappy with the way your data is being handled or if you need contact us you can do so at:

The Chairman
Toys on the Table
Unit 9
Matrix House
Constitution Hill
Leicester
LE1 1PL

If you are not satisfied with any response you may receive from us on a complaint or a concern about your personal information, you then have the option of contacting the Information Commissioners Office to take that complaint further. The Information Commissioners Office does like to see that you have raised a complaint with ourselves first and received a response before contacting them. If you do wish to contact them the address details are below:-

The Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone 0303 123 1113 (local rate) or 01625 545 745 (National rate)

Website www.ico.org.uk (<http://ico.org.uk/>)

Email: casework@ico.org.uk