

Communications and Fundraising Privacy Notice

1. Introduction

At the heart of Camphill School Aberdeen's (CSA) ethos is treating each person with integrity, dignity, and worth. This principle underpins all aspects of our work, including our fundraising efforts. CSA is committed to protecting the privacy of its supporters and adheres to the standards set out in the Code of Fundraising Practice.

We regularly review our Privacy Notice and may update it from time to time. Any changes will be posted on this page and will apply from the time they are posted.

2. When We Collect Personal Information

We collect personal information when you support, express interest, or we have reason to believe that you may be interested in supporting CSA in one of the following ways:

- Making a donation.
- Authorising another party's donation.
- Volunteering.
- Taking part in a personal challenge.
- Organising an event.
- When you respond to a campaign or marketing communication (e.g., newsletter sign-ups, online appeals).

3. What Personal Information We Collect

Personal data refers to any information about an individual that can identify that person. It does not include data where the identity has been removed (anonymous data).

The information we collect may include:

- Full name.
- Contact details (email address and telephone number – both work and home if provided).
- Interactions with CSA, such as meetings, visits, emails, phone calls, and attendance at events.
- Donation history (including donation amount, purpose, date, payment method, and reason for donation).
- Gift Aid declaration (including your tax status).
- Relevant relationships with other supporters, CSA staff, residents or families that help inform our fundraising and stewardship (e.g., family connections or introductions). Your communication preferences.
- Personal and philanthropic interests, which may include information you have shared with us and, in some cases, data obtained from publicly available sources through in-house or third-party research.
- Photographs taken with your consent during an event.

In addition to the above, we may collect special categories of data, such as:

- Health issues we need to be aware of when you attend our events, including emergency contact details.
- Dietary requirements when attending our events.

The type of information we collect will depend on how you are supporting CSA. In accordance with UK GDPR, you have the right to request a copy of your personal information held by CSA (see Section 9 below for more details).

Please note that in cases where we are required by law, or under the terms of a contract with you, to collect personal data and you fail to provide it when requested, we may be unable to fulfil the terms of that contract. This may result in the cancellation of a product or service you have with us, but we will notify you if this situation arises.

4. Why We Collect Your Information

We collect and use your personal information in compliance with the law, most commonly in the following circumstances:

- To fulfil statutory/legal obligations.
- Where it is necessary to perform the contract we are about to enter into or have entered into with you.
- Where it is necessary for our legitimate interests.
- Where we have your consent.

We aim to work as effectively as possible to ensure that your support makes a significant impact on the lives of children and young people at CSA. Collecting this data allows us to build strong, mutually beneficial relationships and to communicate with you in a timely and relevant manner.

We regularly review personal information to ensure it remains accurate and relevant. Please inform us of any changes to your personal data during your relationship with us.

In line with CSA's Donation Acceptance and Refusal Policy, appropriate due diligence will be carried out before soliciting or accepting gifts exceeding £10,000, those associated with a naming opportunity, or if the source of funds is unknown. This will be conducted by our staff or a third party using publicly available data. A copy of this policy is available upon request by emailing fundraising@crss.org.uk.

If someone refers you to us, or if a CSA staff member or a third party identifies you as a potential supporter, we may contact you. We will inform you within 30 days that your data is being processed. If you wish for us to remove this data and not contact you further, please let us know by emailing fundraising@crss.org.uk.

We will only use your personal data for the purposes for which it was collected or for closely related purposes where the law permits this. If we need to use your personal data for an unrelated purpose, we will notify you and explain the legal basis that allows us to do so.

Please note that we may process your personal data without your knowledge or consent if required or permitted by law.

5. What Do We Use This Information For

Personal information may be used for the following purposes:

- Staying connected with supporters regarding your gift, events, and general updates that we believe would interest you, including fundraising and marketing communications.
- Processing, acknowledging, and stewarding gifts and other payments (including tax administration for Gift Aid).
- Maintaining records for internal use and statutory obligations.
- Registration for events and fundraising challenges.
- Processing requests for corporate volunteering.
- Conducting due diligence in line with our Donation Acceptance and Refusal Policy, to mitigate fraud, credit risk, or reputational damage to CSA.
- Using photographs and videos, with your express consent, to promote the work of CSA.
- Identifying potential donors and creating research profiles to highlight your preferences and philanthropic interests.
- Preparing briefings to be shared with senior staff, Board members, and other appropriate individuals before events or meetings you may attend.

6. Joint Fundraising

We work in partnership with Camphill Estates (CRSE) for fundraising campaigns. CRSE provides fundraising and marketing support for the wider fundraising and marketing functions.

Camphill Estates (CRSE) owns the land and property of Camphill School Aberdeen (CSA) and collaborates with CSA to help build futures for children and young people with learning disabilities and additional support needs.

CSA and CRSE will become joint fundraising partners, with common objectives and similar charitable goals. Current and potential supporters from each organisation will be identified and placed on a secure system hosted and managed by CRSE. This will be done in line with the privacy notices of both organisations. We will ensure your explicit consent is obtained by CRSE before your data is added to any joint database or used for marketing purposes by CSA or CRSE.

Both organisations share a common Privacy Notice with respect to fundraising and marketing.

7. How We Store and Share Your Personal Information

Information collected is stored electronically on a secure drive and in a password-protected system accessible only to authorised staff members. Hard copies are kept to a minimum and stored securely when necessary. Relevant data may be shared with external agencies when required by law, such as auditors and HMRC. If we share data with an external third party, we ensure that appropriate data-sharing agreements are in place and that partners have a legal responsibility to use the information only for the purposes for which it was provided, in accordance with UK GDPR requirements. Examples include consultants and third-party agencies that advise us on individuals' capacity to donate or potential interest in CSA, such as wealth screening companies (e.g. Prospecting for Gold), who process personal data under contract and in accordance with UK GDPR. We make every effort to keep personal information secure and have appropriate security measures in place to prevent loss, misuse, or alteration of data. While we cannot guarantee absolute security, we take every step to protect your information.

CSA will never sell your personal information to third parties.

We will not transfer your personal data outside of the UK and EU.

8. How Long We Hold Data For

We will retain your data for as long as necessary to fulfill the purposes for which it was collected, including indefinitely, to support your lifelong relationship with CSA, or until you request otherwise. We may retain your personal data for a longer period in the event of a complaint or if we believe there is a prospect of litigation in respect of our relationship with you.

Where you exercise your right to withdraw consent for marketing or unsubscribe from our communications, we will retain a core set of personal data (name and address) to ensure we do not contact you inadvertently in the future (our suppression list). Additionally, we may keep information longer for statutory purposes (e.g., Gift Aid, anti-fraud, and auditors).

You can ask us or third parties to stop sending you marketing messages at any time. If you would like to unsubscribe from any communications, please contact us.

You may request a copy of our Data Retention Schedule for more detail on how long we retain different categories of information.

9. Your Rights

Under UK GDPR legislation, individuals have certain rights concerning their personal data. These rights include:

- Request access to your personal information (commonly known as a "data subject access request").
- Request correction of the personal data that we hold about you.
- Request erasure of your personal data.
- Object to the processing of your personal data where we are relying on a legitimate interest.
- Request restriction of processing of your personal data.
- Request the transfer of your personal data to you or to a third party.
- Withdraw consent at any time where we are relying on consent to process your personal data.

If you wish to exercise any of your rights, please contact us.

You will not have to pay a fee to access your personal data (or to exercise any of your other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive, or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you for further information related to your request to speed up our response.

We aim to respond to all legitimate requests within one month. Occasionally, it may take us longer if your request is particularly complex or you have made several requests. In this case, we will notify you and keep you updated.

The data controller for all personal information collected for fundraising and communications is Camphill School Aberdeen, unless clearly indicated otherwise in joint fundraising activities with Camphill Estates. Where data is shared for joint fundraising, this will be done under a lawful basis and with your explicit consent.

We will primarily contact you using your preferred method and limit the frequency of non-personalized communications wherever possible. You may opt out from receiving correspondence at any time via the contact details below.

More information on your rights can be found on the Information Commissioner's Office website – www.ico.org.uk.

10. Data Protection Lead

If you wish to exercise your rights, you can contact: Mr. Alex Busch – Executive Director Mr. Martin Alfred – Safety, Community, and Management Support Officer Camphill School Aberdeen, Central Office, Murtle Estate, Aberdeen, AB15 9EP office@crss.org.uk 01224 867935

This Privacy Notice is proposed by Helen Willey (Quality Assurance and Safety Lead), endorsed by the CSA Senior Leadership Team, and approved by the Executive Director on 03.09.2026.

Signed:



Colum Pooler, Executive Director

Review Date: August 2027