



Last reviewed March 2020 (as part of GDPR Policy)
To be review bi-annually

SCARF PRIVACY STATEMENT

Scarf is committed to keeping any personal data you share with us safe, we will be clear whenever we are collecting data why we are collecting it and ensure that we don't use your data for anything you wouldn't reasonably expect.

Information quality:

- We will ensure that the information about you is accurate and up-to-date when we collect or use it. You can help us with this by keeping us informed of any changes to the information we hold about you.

Information security:

- We will keep information about you in a secure manner and it will only be accessible to relevant Scarf staff
- We will protect your information against unauthorised change, damage, loss or theft

Keeping information:

- We will hold information about you only for as long as the law says. After this it will be disposed of securely and properly

Openness:

- We will tell you on request what kinds of information we hold and what we do with it.

Access and correctness:

- Whenever possible, we will let you see the information we hold about you and correct it if it is wrong

Sharing Information with others:

- Sometimes we have to confirm or share information with other organisations. If we need to do this, we will make it clear to you on the forms you complete
- We will draw up an agreement with the organisation that we need to share information when appropriate. This is to ensure that both parties understand why

the information is being passed on and what use can be made of it. In some cases, a third party organisation such as a funding body may draw up the agreement.

In general:

- We will comply with the General Data Protection Regulations 2018 and any subsequent legislation on information handling and privacy
- We will do this through the Scarf GDPR Policy (available on our website www.scarfnewforest.org) and we will help you with any questions or problems that you may have
- If we cannot help you, we will give you advice on where you can access the relevant information

Our Commitment:

- We will only collect information that is necessary
- We will be fair in the way we collect information about you
- We will tell you who we are and what we intend to do with the information about you
- Where practicable, we will collect information directly from you
- If we collect information about you from someone else, we will make sure you know that we have done this, whenever possible.