



PRIVACY STATEMENT

Who we are

This is the privacy statement of Highland Cross.

This privacy statement explains how we collect and use information about you.

What information we collect

In order to carry out the activities of our Highland Cross event and for related purposes such as updating and enhancing our historical records, we collect information from you as a competitor, volunteer or charity.

Where we collect information from

We collect information from you, by way of your application forms.

How we use your information

- Deliver services and meet legal responsibilities
- Verify identity where this is required
- Communication by post, email or telephone
- Understand needs and how they may be met
- Maintain records
- Process financial transactions

Who we share your information with

We publish details in our competitors' booklets and website of statements supplied by the charities and also results of the event. Checkpoint marshals are only provided with essential basic information about competitors.

How long we retain your personal information for

Unless we consider that we need to keep records for more than seven years, we will destroy information in excess of seven years.

Your rights

Access to your information

You have the right to request a copy of the information about you that we hold.

Correcting your information

We want to make sure that your information is accurate, complete and up to date and you may ask us to correct any information about you that you believe does not meet these standards.

Deletion of your information

You have the right to ask us to delete information about you where:

- You consider that we no longer require the information for the purposes for which it was obtained
- We are using that information with your consent and you have withdrawn your consent – see Withdrawing consent to using your information below.

- You have validly objected to our use of your information – see Objecting to how we may use your information below.
- Our use of your information is contrary to law or our other legal obligations.

Objecting to how we may use your information

You have the right at any time to require us to stop using your information. In addition, where we use your information to perform tasks carried out in the public interest then, if you ask us to, we will stop using that information unless there are overriding legitimate grounds to continue.

Restricting how we may use your information

In some cases, you may ask us to restrict how we use your information. This right might apply, for example where we are checking the accuracy of information about you that we hold or assessing the validity of any objection you have made to our use of your information. The right might also apply where this is no longer a basis for using your information but you don't want us to delete the data. Where this right is validly exercised, we may only use the relevant information with your consent, for legal claims or where there are other public interest reasons to do so.

Automated processing

If we use our information on an automated basis to make decisions which significantly affect you, you have the right to ask that the decisions be reviewed by an individual to whom you may make representations and contest the decision. This right only applies where we use your information with your consent or as part of a contractual relationship with you.

Withdrawing consent to using your information

Where we use your information with your consent you may withdraw that consent at any time and we will stop using your information for the purpose for which consent was given.

Please contact us in any of the ways set out in the Contact information and further advice section if you wish to exercise any of these rights.

Changes to our privacy statement

We keep this privacy statement under regular review and will place any updates on our website. Paper copies of the privacy statement may also be obtained by writing to the Data Security Administrator, Highland Cross, Redwood, 19 Culduthel Road, Inverness, IV2 4AA.

This privacy statement was last updated on 10 May 2018.

Contact information and further advice

For further information, please contact the Data Security Administrator, Highland Cross, Redwood, 19 Culduthel Road, Inverness, IV2 4AA

Complaints

We seek to resolve directly all complaints about how we handle information but you also have the right to lodge a complaint with the Information Commissioner's Office, whose contact details are as follows:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone – 0303 123 113 (local rate) or 01625 545 745

Website – <https://ico.org.uk/concerns>