

Donations and GiftAid Privacy Notice

- **Purpose**
Donations and GiftAid
- **Description**
We offer customers who have enjoyed access to our services the opportunity to make a donation with or without GiftAid included. Personal information is required to administer this which is provided through an online form on our website or in donation envelopes provided on site.
- **If you do not give us your information**
If you do not provide contact information we will be unable to claim gift aid of 25% on your donation if you are a UK Taxpayer.
- **Conditions for processing personal information**
Consent – article 6 (1)(a) – we require your personal information to allow us to process donations and GiftAid.
- **Your rights**
 - Access to personal data
 - Amendments to your data
 - Removal of your personal data
 - Change the way we process your personal data

[Find out more about your rights](#)

- **Who we share your information with**
High Life Highland does share your personal information with third parties in order for us to administer processes. However, we do not share your information with any other charitable organisation.

GiftAid Only – High Life Highland shares your personal information with HMRC. For information visit regarding HMRC's Privacy Notice click [here](#).

For a list and more information on third party processors please visit:

www.highlifehighland.com/GDPR/Data-Processors

- **How long we hold your information**
Due to financial regulations we will keep your information the current year plus 6 years.
- **How to withdraw consent**
If you wish to withdraw your consent for donations or GiftAid please email DPO@highlifehighland.com
- **Automated processing**
Your personal information is not subject to automated decision making or profiling.

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- **Data controller**

The data controller is High Life Highland.

- **Data Protection Officer**

Contact our Data Protection Officer (service provided to High Life Highland by The Highland Council):

Data Protection Officer
Highland Council Headquarters
Glenurquhart Road
Inverness
IV3 5NX
01463 702029

DPO@highlifehighland.com

- **Supervisory authority**

If you are unhappy with the way we have processed your personal information you can contact the Information Commissioner:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113

<https://ico.org.uk/global/contact-us/>