

## CHANCE TO STUDY PRIVACY NOTICE

This is the Privacy Notice of **Chance to Study**.

Chance to Study is a Scottish Charitable Incorporated Organisation (registered charity number SC046173) with its principal office 110 Queen Street Glasgow G1 3BX.

We operate as a society lottery under the umbrella brand “Scottish Children’s Lottery” along with three other Scottish charities; Chance to Flourish (registered Charity number SC046177), Chance to Study (registered Charity number SC046178) and Chance to Succeed (registered Charity number SC046179) (our “**Partner Charities**”).

The Scottish Children’s Lottery is operated on our behalf by STV ELM Limited (Company Number SC513712) (“**STV ELM**”). Although Chance to Study and our Partner Charities work closely with STV ELM we are, including for the purposes of UK charity and other laws, independent of both STV ELM, and our Partner Charities.

Chance to Study is the data controller and is responsible for looking after the personal data we hold about you in line with data protection and privacy laws.

We are committed to ensuring your privacy and protecting the data we hold about you. This Privacy Notice explains how we do this, and describes how and when Chance to Study collects and processes your personal data.

Please note that we update our Privacy Notice from time to time, so please take a fresh read through every so often. If we make significant changes, we will make that clear on our site, or by some other means of contact such as email.

**This Privacy Notice was last updated on 25 May 2018.**

### 1. WHAT DATA IS COLLECTED AND WHEN?

The type of information that will be collected will vary depending on the means by which we collect it and includes:

**Contact Data:** your name, email address, telephone number and your message to us when you contact us through our website.

**Grant Application Data:** includes your name and email address, and the name, address and telephone number of the organisation you are representing, together with your job title and position with that organisation when you apply for grant funding.

**Photo/Video Data:** Any photos or video provided to us with agreement, for publication on our site, social media, or any other of our marketing outlets.

**Technical Data:** includes internet protocol (IP) address, browser type and version, device identifiers, date/time of visits, page view data, Internet service provider, click data.

You can ask us to amend any incorrect information at any time by e-mailing us directly at [help@chancetostudy.co.uk](mailto:help@chancetostudy.co.uk).

## 2. COOKIES AND OTHER TRACKING TECHNOLOGIES

### Chance to Study's Website & Cookies

Chance to Study's website is hosted on <http://www.chancetostudy.co.uk>

Cookies allow us to collect information about our visitors' use of, and experience on, our website. For more information, please go to <http://chancetostudy.co.uk/cookiepolicy>

## 3. HOW AND WHY WE COLLECT DATA

Data protection and privacy laws permit us to collect and use your personal data on a limited number of grounds. The key grounds upon which we rely are one or more of the following:

- Where we need it to **fulfil contracts** in relation to our grant giving activity, or where we are subject to another **legal or regulatory obligation**.
- Where it is necessary for our **legitimate interests**. That is to say, we collect and use your personal data as you might reasonably expect as part of running our award-giving charity successfully and efficiently (including managing our website) without affecting your rights, freedoms or interests.
- Where we have your **consent**.

In the table below we have set more detail of when we process your personal data and our legal bases for doing so. Note that we may rely on more than one basis.

Purpose/Activity	Type of data used	Basis for processing
To manage our relationship with you which will include: <ul style="list-style-type: none"> <li>• responding to any of your comments, complaints or queries.</li> <li>• conduct further fact finding, carry out due diligence, or reporting, on potential or actual recipients of awards.</li> </ul>	Contact Data Grant Application Data Photos/Videos	<b>Legitimate interests</b> <ul style="list-style-type: none"> <li>• to administer and manage the grant awards process</li> <li>• to comply with a legal obligation</li> </ul>
Promotional Activity	Photos/Videos Contact Data	<b>Consent</b> to share your contact details and/or pictures/videos

Sharing of data with data processors who act on our behalf		
(i) STV Appeal - to source and monitor grant application recipients	Contact Data Grant Application Data	<b>Performance of a contract</b>
(ii) STV ELM - to manage website	Technical Data Contact Data Photo/Video Data	<b>Legitimate Interest</b>  • To promote us a grant giving charity
(iii) STV Central Limited - to administer and manage the delivery of grants.	Contact Data Grant Application Data	<b>Performance of a contract</b>
(iv) Partner Charities - to consider and determine most appropriate allocation of awards	Grant Application Data	<b>Legitimate Interests</b>  • To further our charitable purposes
(v) Regulatory authorities - to address or comply with legal obligations	Contact Data Grant Application Data	<b>Legal obligation</b>

#### 4. YOUR RIGHTS

You have the right to:

- **Request access** to a copy of the personal data we hold about you (commonly known as a “data subject access request” or “SAR”).
- **Request correction** of any inaccurate personal data that we hold about you.
- **Request erasure of your personal data.** This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.
- **Object to processing** of your personal data where we are relying on a legitimate interest. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.
- **Request restriction of processing of your personal data.** This enables you to ask us

to suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the data's accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.

- **Withdraw consent.**
- **Make a complaint** at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

If you wish to exercise any of the rights set out above, please contact us. Contact details can be found below.

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 to ask you for further information in relation to your request to speed up our response.

## 5. DATA RETENTION

We will only retain your personal data for as long as necessary to fulfil the purposes for which it was collected, including for the purposes of satisfying any legal, accounting, or reporting requirements.

- We shall retain contact details for a period of 2 years.
- We shall retain Grant Application Data and financial records for a period of 7 years.

We will review with you annually whether we should continue to retain any photos or video you have provided to us.

In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

## 6. CONTACT DETAILS

If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact us by email at [help@chancetostudy.co.uk](mailto:help@chancetostudy.co.uk).

**Updated: 25 May 2018**