



# St Andrews Pilgrim Foundation SCIO

## Privacy Policy

The EU General Data Protection Regulations (GDPR) came into force from 25th May 2018 in addition to the United Kingdom Data Protection Act 1998. This now supplements the UK GDPR which came into force at the end of the Brexit transition period on 1 January 2021.

These laws apply to The St Andrews Pilgrim Foundation SCIO and for the purposes of applicable law the data controller is The St Andrews Pilgrim Foundation SCIO.

The St Andrews Pilgrim Foundation SCIO respects your privacy and is committed to protecting your personal data. This Privacy Notice aims to give you information on how we collect and process your personal data provided as part of the application submission process and/or in other correspondence or communications.

### Our contact details

The St Andrews Pilgrim Foundation SCIO

Kinburn Castle,  
St Andrews, KY16 9DR,  
Scotland.

**E-mail:** [contact@pilgrimfoundation.org](mailto:contact@pilgrimfoundation.org).

### The type of personal information we collect

We currently collect and process, either electronically or on paper, the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details and possibly a signature). We require this data in order to consider your application and to be able to contact you.

## How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- An application for project funding
- A request to assist in our work

We also receive personal information indirectly, from the following sources in the following scenarios:

- Third Party auction sites (such as eBay, Charitybuzz, etc.) if you participate in one of our golf week auctions.

We use the information that you have given us in order to:

- Process and application for funding
- Enable you to take part in some of our restoration work
- Inform you of itineraries if you are successful in an auction

Your personal data will be viewed by the Trustees of The St Andrews Pilgrim Foundation SCIO and, annually, by our Independent Examiner in the course of preparing our annual accounts. Other than the foregoing your data is not shared with any other third parties unless with your explicit consent.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting [contact@pilgrimfoundation.org](mailto:contact@pilgrimfoundation.org).

(b) Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

## How we store your personal information

The St Andrews Pilgrim Foundation SCIO will process and store data in compliance with the above laws and others applying to us as a Scottish Charity. The data is held securely and retained for only the period of time required by law after which it is securely disposed of. The data is securely stored under appropriate physical or electronic means.

## Your data protection rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [contact@pilgrimfoundation.org](mailto:contact@pilgrimfoundation.org) if you wish to make a request.

## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at [dpo@pilgrimfoundation.org](mailto:dpo@pilgrimfoundation.org).

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

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

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>