

The Cowrie Scholarship Foundation Privacy Notice 2024

This privacy notice provides information on how the Cowrie Scholarship Foundation with **UK Charity Registered number: 1191471** (“the Charity”) collects and processes your personal data when you visit our website, sign up for a newsletter, wish to make a donation, link to our donation portal, or become a Friends of Cowrie, a trustee, an employee, a mentor of or otherwise partner with the Charity.

It is important that you read this privacy notice together with our privacy policy which contains more detailed information about our data processing.

The Cowrie Scholarship Foundation is registered with the ICO with **UK data protection registration number: ZA890591**.

1. Important information and who we are

The Cowrie Scholarship Foundation is the controller and responsible for your personal data and for this website.

We have appointed a data protection officer (“**DPO**”). If you have any questions about this privacy notice or our data protection practices please contact the DPO.

CONTACT DETAILS

Our full details are:

Full name of legal entity: The Cowrie Scholarship Foundation

Name or title of DPO: Ms Chelsea Austin-Ajaero, Trustee

Email address: c/o info@cowriescholarshipfoundation.org.uk

Postal address: 20 School Road, West Wellow, Romsey, SO51 6AR

2. The data we collect about you

We may collect, use, store and transfer different kinds of personal data about you as follows:

- Identity Data.
- Contact Data.
- Financial Data.
- Transaction Data.
- Technical Data.
- Profile Data.
- Usage Data.
- Marketing and Communications Data.

We will usually collect basic personal data about you, including your title, name, email address and postal address. If we need to collect any other information from you, we will be very clear with you about our reason for collecting it (e.g. academic data for applicants and Scholars). Please let us know if the personal information that we hold about you needs to be updated.

We obtain information about you when you use our website, for example, when you contact us about services, make a donation, participate in a Cowrie activity or event or if you register to receive our newsletter. We may also collect personal information when you get in touch by phone, make a donation, or interact with us via social media. We may obtain personal data face-to-face, electronically, on paper (such as any form you complete – including any online form or application, or verbally (such as during any telephone conversations we have with you).

From time to time, in order to undertake legal due diligence or to improve the quality of interactions which you have with the charity, we may undertake limited research from public sources.

3. How and why we use your personal data

We need to collect some personal information to allow us to offer our services to you and to comply with our legal and financial duties. We will only collect the minimum amount of information necessary to provide a service to you, or comply with our legal responsibilities.

Personal information may be collected and processed for the following purposes:

- To identify you and/or to manage your relationship with us, including as an applicant, Cowrie Scholar, Friend of Cowrie, mentor, supporter or donor;
- To manage and acknowledge any donations made by you to the Foundation;
- To seek your views or comments or share updates with you on the services we provide;
- To enable you to participate in any of our activities or services;
- To improve our website, products/services or marketing
- To notify you of changes to our services;
- To send you communications which you have requested and that may be of interest to you;

We may also process your data as follows:

- To conduct due diligence research where necessary as part of our legal obligation to safeguard the reputation and security of the charity;
- To comply with our financial obligations such as the recording of UK Gift Aid;
- To better fulfil our mission as a registered charity where it is deemed in the charity's legitimate interest to do so and where no infringement of your rights has been assessed.

We rely on donations to achieve our charitable aims. As part of our goal to provide 100+ scholarships for the public good, potential supporters who may have both the means and the inclination to provide material support may be identified via publicly-available information – such as Companies House or the media – to help us better understand our community, to send the right messages to the right people at the right time, to tailor any fundraising asks appropriately, and to provide an improved experience for our supporters.

We aim to retain data on individuals for no longer than 4 years before it is deleted or anonymised.

We will not contact you for marketing purposes by email, phone or text message unless you have given your prior consent. We will not contact you for marketing purposes by post if you have indicated that you do not wish to be contacted. You can change your marketing preferences at any time by contacting us by email: info@cowriescholarshipfoundation.org.

4. How we share your personal data

We may share your personal data within the Cowrie Scholarship Foundation, with external third parties who partner with us for legitimate reasons, or with legal enforcement or regulatory authorities for any lawful compliance purposes.

5. Who has access to your information?

We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes. We do not sell personal data. We do not routinely transfer personal data outside of the United Kingdom. We may store and process your personal data outside the UK only for legitimate reasons to assist with our proper collection, processing, storage or use of data.

We may occasionally appoint other organisations to carry out some of the processing activities on our behalf. These may include, for example, technology hosts or printing companies. In these circumstances, we will ensure that your personal data is properly protected and that it is only used in accordance with this Privacy Notice.

6. Your legal rights

You have a number of rights in connection with your personal information. These include the right to:

- Instruct us to provide you with any personal information we hold about you;
- Ask us to rectify information you think is inaccurate or to complete information you think is incomplete;
- Request the deletion of your personal data where there is no compelling reason for us to continue processing it;
- Object to the continued processing of your personal data for marketing purposes;
- Ask that we transfer the information you gave us to another organisation, or to you.

If you would like to access the rights listed above, or any other rights over your data under current legislation, please get in touch with us.

Notwithstanding the above, we may withhold personal information that you request to the extent permitted by law.

7. Reporting Concerns

If you believe that we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner's Office (www.ico.org.uk).

8. Changes to this Privacy Notice

Privacy laws and practice are constantly developing and we aim to meet high standards. Our policies and procedures are, therefore, under continual review. We will ensure our website has our most up to date policy and suggest that you check this page periodically to review our latest version.

9. Further details and contact

If you are looking for more information on how we process your personal data including on data security, data retention and lawful processing bases, please access our **privacy policy**.

Please email us at info@cowriescholarshipfoundation.org.

The Data Protection Officer is Ms Chelsea Austin-Ajaero, Trustee.

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