



SuperTroop PRIVACY STATEMENT

SuperTroop (“We”) are committed to protecting and respecting your privacy. We will not collect any information about individuals, except where it is specifically and knowingly provided by them.

This policy, together with our Constitution and Policy Handbook, sets out the basis on which any personal data that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

For the purpose of the General Data Protection Regulation (GDPR) 2016/679, the data controller is SuperTroop. Registered charity number is SC047109 and registered address is 28 Shandon Crescent, Edinburgh, EH11 1QF

Who are we?

We are an Edinburgh based charity who provide residential summer breaks for children and young people with disabilities. Founded by Sue Fletcher-Watson, Frankie Woodfield, and Max Boyd-Bown, our goal is to provide excellent holidays, creating an environment in which holiday makers feel surrounded by peers and friends. To achieve this, we will be working with a youthful team of volunteers recruited from Fettes College - the school will also host the holiday.

How do we collect information from you?

SuperTroop will collect personal information from different kinds of people (e.g. charity members, donors, holiday-makers) via sources including:

- Emails to SuperTroop staff
- an online form - e.g. Survey Monkey, Better Impact, Squarespace, Smugmug, Facebook, Twitter, Instagram
- a third party donation system – e.g. JustGiving, The Charities Aid Foundation

In some cases information is collected in person.

What type of information is collected from you?

SuperTroop will collect only necessary personal information from people associated with the charity. This includes but is not limited to:

- Name
- email address
- mailing address
- phone numbers

For some people – like holiday-makers and volunteers on the holiday – we may collect additional information as required for safe operation of our holidays.

How is your information used?

SuperTroop maintains strict policies to avoid unsolicited correspondence. We may share nonpersonal aggregate statistics (group) data about our site visitors' traffic patterns with partners or other parties. However, we do not sell or share any information about individual users.

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations. We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in



any relevant contract you hold with us. You may request a copy of our retention policy using the postal address above.

Cookies

SuperTroop employs "cookies" to provide a better service to its users. We do not use cookies to store any personally identifying information from users except to identify a user who has chosen to log in to the site. We do not use cookies to track user activities beyond our website. For example, we use cookies to store your country preference. This helps us to improve our website and deliver a better more personalised service.

It is possible to switch off cookies by setting your browser preferences. For more information on how to switch off cookies on your computer, visit our full cookies policy. Turning cookies off may result in a loss of functionality when using our website.

Your Rights

In addition to the company's safeguards, your personal data is protected in the UK by the General Data Protection Regulation (GDPR). You can find more information about your rights here. This provides amongst other things that the data we hold about you should be processed lawfully and fairly. It should be accurate, relevant and not excessive. We will endeavour to keep the information you provide up to date, where required, and not retained for longer than is necessary. It will be kept securely to prevent unauthorised access by other people. If you have concerns about the processing of your personal data by SuperTroop you may contact us at sue@supertroop.org. If you find any inaccuracies with the personal data we retain, we will delete or correct them promptly.

You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by checking the relevant boxes on the forms we use to collect your data. You can also exercise that right at any time by contacting us at sue@supertroop.org. Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

Right to Access Your Information

The General Data Protection Regulation (GDPR) provides you with the right to access any information held about you. You can assert this right at any time. We will provide a copy of your information, free of charge. However, we do reserve the right to charge a 'reasonable fee' when a request is manifestly unfounded or excessive, particularly if it is repetitive. We also reserve the right to charge a reasonable fee to comply with further copies of the same information. Any fee will be based on the administrative cost of providing the information. We will endeavour to supply this information without delay and at the latest within one month of receipt. If the request is complex or numerous we can extend this period by a further two months. You will be informed, if this is the case, within one month of the request with an explanation as to why it is necessary.

16 or Under

We are committed to protecting the privacy of children aged 16 or under. If you are aged 16 or under, please get your parent/guardian's permission before you provide us with any personal information.



Residential breaks for youth with learning disabilities

www.supertroop.org

Policy Changes

Any changes to this policy will be posted here. Please check back frequently for any updates or changes to this privacy policy. This policy was last updated in May 2021.