

Privacy policy

This Privacy policy is meant to help you understand what information we collect, why we collect it and who we might share it with.

Our contact details

Legal Name.

Caring Kits for Kids

Charity Number.

1193173

Address

3 Swaythling Road
West End
Southampton
SO30 3AE

Email address

hello@caringkitsforkids.org.uk

Telephone number

[0300 790 4070](tel:03007904070)

Our exemption from registration with the ICO

Caring Kits for Kids is exempt from registration with the [Information Commissioner's Office \(ICO\)](#), and therefore does not have a registration number nor pay a data protection fee.

Caring Kits for Kids **only** processes personal data for the following purposes, which are noted as being exemptions by the ICO:

- Staff administration
- Advertising, marketing and public relations
- Accounts and records
- Not-for-profit purposes

For more information regarding Exemptions from ICO Registration, see the [ICO website](#).

Information we collect about volunteers

Data collected	Why we collect this information
Basic information such as: <ul style="list-style-type: none">• Legal Name	For compliance with the law such as our health & safety and safeguarding obligations.
Basic information such as: <ul style="list-style-type: none">• Preferred name• Preferred pronouns	To greet you and address you properly!
Contact information such as: <ul style="list-style-type: none">• Email address• Phone number• Home address	To contact you about your volunteering and involvement with the charity and to use as recovery information for your charity email address.
Demographic information such as: <ul style="list-style-type: none">• Date of Birth	To ask for consent if you are under 18 (in circumstances where we are able to accept volunteers from under 18s).
Emergency contact information such as a: <ul style="list-style-type: none">• Name; and• Telephone number	To contact someone in the event of an emergency.
Information about your health, including any medical conditions or allergies.	To comply with our health & safety obligations and enable any reasonable adjustments to be made.

Data collected	Why we collect this information
<p>Information collected as part of an application process such as:</p> <ul style="list-style-type: none"> • Information about any criminal convictions and offences • References 	<p>To support decisions about your recruitment and suitability as a volunteer for a role you have applied for or are being considered for.</p>
<p>Performance information such as:</p> <ul style="list-style-type: none"> • How you've helped the charity 	<p>To provide a reference on all the amazing work you've done for us, if requested.</p>
<p>Technical information such as:</p> <ul style="list-style-type: none"> • IP addresses, cookies and other online identifiers. 	<p>To protect our systems from unauthorised access, to keep logs of files, logins and actions you perform on our systems and provide information about your use of our systems so we can continue to improve them.</p>

Information we collect about those working in the National Health Service

Data collected	Why we collect this information
Basic information such as: <ul style="list-style-type: none">• Preferred name• Preferred pronouns	To greet you and address you properly!
Basic information such as: <ul style="list-style-type: none">• Job Title• Place of work	To understand where you work and your position in the National Health Service (NHS).
Contact information such as: <ul style="list-style-type: none">• Work email address• Work phone number• Work address	

Information we collect about those who benefit from the charity's work (Not-for-profit purpose)

As a charity we provide backpacks filled with essentials and comforts to children and young people entering emergency foster care and expectant mothers arriving at hospital with no belongings. We define these people as those who benefit **most** from the charity's work and it is this group of people we refer to in this section.

As outlined in our [Safeguarding](#) document, we **do not** directly distribute kits and instead rely on the [hospitals we work](#) with to distribute the kits to those who need them the most on our behalf.

As a result of this buffer between the charity and those who benefit most from its work, the only information we have is inferred.

Children and young people entering emergency foster care

For example the charity is able to infer that from the 11th of November 2000 up until the 14th December 2000 which is when *hospital x* last put in an order for more kits; Two teenagers, one female, one male, aged 15–16 years old entered emergency foster care via *hospital x*.

Expectant mothers arriving at hospital with no belongings

For example the charity is able to infer that from the 11th of November 2000 up until the 14th December 2000 which is when *hospital x* last put in an order for more kits; Two expectant mothers arrived at *hospital x* with no belongings.

Cookies

What are cookies?

A cookie is a small text file that a website stores on your computer or mobile device when you visit a site.

How do we use cookies?

Name	Service	Purpose	Cookie type and duration
_gid	Google Analytics	Analytics	
_ga	Google Analytics	Analytics	
_gat	Google Analytics	Analy	
_utmv	Google Analytics		

Third-party cookies

How you can manage cookies

Advertising, marketing and public relations

When you interact with us on the web such as with ads we run, with results on search engines related to us or with us on social media platforms like Facebook, Twitter, Instagram or LinkedIn we may also obtain some personal information about you.

The information we receive will depend on the privacy preferences you have set and the privacy policies of each platform. To change your settings on social media platforms, please refer to their privacy policies.

You should be aware that the charity has no control over how social media platforms or search engines may process your data for their own purposes if you choose to use them.

Accounting and record keeping

As a charity registered in England and Wales we have certain obligations to regulators such as the Charity Commission to prepare accounts and make them available on request.

As such we collect and keep any and all information relating to financial dealings to comply with this obligation.

Responding to queries

When you get in touch with us via email, telephone, by post or in person. We may use any personal information you provide us to be able to help answer and respond to your question or query.

Sharing your information

Sometimes sharing your personal information with third parties is necessary in order for us to carry out our not-for-profit work, run the charity efficiently or to comply with laws or obligations we have to regulatory bodies.

Examples of third parties we might share your personal information with include:

- Our **IT system providers and consultants** – who assist us with providing and maintaining the charity's IT systems and online presence.
- Our **suppliers of audit and regulatory compliance support services** who may review our records containing your personal information in order to audit and report to us on our compliance with applicable laws and regulatory requirements.
- Our **accountants, solicitors, insurer(s)** and any other provider of professional services to us.

Sharing your information in an emergency

Data protection law allows organisations such as Caring Kits for Kids to share personal data in an urgent or emergency situation, including to help them prevent loss of life or serious physical, emotional or mental harm.

In the event of an emergency we may share whatever information **is necessary** and **proportionate** to protect someone's life.

Changes to this policy

We change this Privacy Policy from time to time. We will always indicate the date the last changes were published. If changes are significant, we'll provide a more prominent notice such as an email summarising the changes.

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 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](#) 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](#).

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>