

# Dolly Parton Imagination Library Fair Processing Notice

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## **DOLLY PARTON IMAGINATION LIBRARY**

### **FAIR PROCESSING NOTICE**

#### **1. Introduction**

This notice explains what information we collect, when we collect it and how we use it. If you choose to sign your child up to benefit from Dolly Parton Imagination Library we will process their personal data, which will be held electronically, and we recognise the need to treat it in a suitable and lawful manner. The purpose of this notice is to make you aware of how we will handle the information.

#### **2. Who are we?**

This notice is applicable to Kingdom Housing Association as the organisation who has partnered with Dolly Parton Imagination Library;

- Kingdom Housing Association, A Scottish Charity (Scottish Charity Number SC000874), a registered society under the Co-operative and Community Benefit Societies Act 2014

We have a Registered Office at Saltire Centre, Pentland Court, Glenrothes, KY6 2DA.

We are notified as a Data controller with the Office of the Information Commissioner under the registration number below;

- Kingdom Housing Association - Z6582821

Both Kingdom and Dolly Parton Imagination Library will be the “data controllers” of the personal information you provide to us. The information is required to process and manage your child’s registration with the Imagination Library.

We as a group are committed to a policy of protecting the rights of individuals with respect to the processing of their personal data and adhere to guidelines published in the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR), together with any domestic laws subsequently enacted.

Our Data Protection Officer is Calum Kippen. Any questions relating to this notice and our privacy practices should be sent to him at [customerservices@kha.scot](mailto:customerservices@kha.scot).

### **3. How we collect information from you and what information we collect**

When you register to receive books from the Imagination Library, we will ask you for the following personal information via an application form;

- Parent or Guardian's name
- Parent or Guardian email address
- Name of child
- Date of birth of child
- Sex of child
- Child's home mailing address and postcode
- Confirmation that parent or guardian lives within an eligible postcode to access the programme

We will ask you for this information in order to process and fulfil free book deliveries to your child. We will also use this information to monitor the project and evaluate the impact it has.

### **4. Why we need your information and how it will be used**

We will process your personal information with your consent so that we can register you with the Imagination Library and begin to receive free monthly books for your child/children. We will use the information to ensure your child receives the books to the correct address.

If we transfer your personal data outside the UK or European Economic Area (EEA), we ensure it is protected by appropriate safeguards.

## **5. Sharing of your information and why we may need to share it**

We will share your information with Dolly Parton Imagination Library for the purposes of delivering books to your child only. This information will be held on Dolly Parton Imagination Library servers which are based in the United States. This means personal information will be transferred outside the European Union.

## **6. How long will we keep your information?**

We will only keep your personal information until your child stops receiving books from the Imagination Library (child reaches 5, your address changes or you no longer want to take part). We will keep evidence of your application to the Imagination Library for 5 years after which it will be deleted.

The Imagination Library will hold the children's personal information on their systems for 1 year after they have graduated (their 5th birthday). After this the children's information is removed leaving only the information of their parent/guardian who signed them up. This information is kept on the book ordering system until the child's 11th birthday after which all details are removed leaving only statistical information.

## **7. Your Rights**

You have the right at any time to:

- Ask for a copy of the information about you held by us in your records;
- Need us to correct any inaccuracies in your information;
- Ask us to delete what is personal data of yours we hold; and
- Object to receiving any marketing communications from us.

If you would like to exercise any of your rights above please contact Gillian Maton at [customerservices@kha.scot](mailto:customerservices@kha.scot).

You also have the right to complain to the Information Commissioner's Office in relation to our use of your information.

The Information Commissioner's Office - Scotland, 45 Melville Street, Edinburgh, EH37HL

Telephone: 0131 244 9001 Email: [scotland@ico.org.uk](mailto:scotland@ico.org.uk)

**The accuracy of your information is important to us - please help us keep our records updated by informing us of any changes to your email address and other contact details.**