



Growing2gether Privacy Notice

This Notice sets out the details of Growing2gether (G2G) privacy notice in relation to personal data held about you. This notice forms part of G2G's compliance with the General Data Protection Regulation (GDPR).

G2G's work with children and young people, volunteers and supporters means we are party to personal data (i.e. information which, either on its own or when combined with other information held by G2G, identifies a living individual). We take your privacy, your rights around your personal data, and the security of personal data you have shared with us, very seriously. As such we have a range of measures in place to ensure the security and privacy of your data, which are detailed below.

Who we are

Growing2gether
Findhorn Hive
567 West Whins, The Park,
Findhorn, Forres, IV36 3SH

We are registered as a Scottish Charity, and our registration number is: SC051919.

Any electronic communications with you will be made in accordance with the Privacy and Electronic Communications Regulations (PECR).

What information do we hold about you?

We hold the personal information that you may volunteer to us as:

- A supporter of/fundraiser for/donor to G2G;
- A member of G2G staff, contractor or supplier;
- A young person, or parent of a young person, taking part in our Growing2gether projects in Scotland;
- A party that has expressed any other interest in G2G through correspondence with us (via emails, the website contact form, telephone calls and paper correspondence).

We do not source personal information from other sources, public or private.

Personal information we hold, as provided by you, may include (where applicable):

- your name, title, gender and date of birth;
- postal address, email address and phone number;
- your job title and organisation's name and contact details, where applicable;
- the nature of your interest in the charity;
- contact preferences;
- bank details, where applicable;
- Gift Aid status, where applicable;
- details of correspondence sent to you, or received from you;
- any other information provided by yourself, including at the request of G2G
- National Insurance numbers, in the case of staff;
- name, title, postal address, email address and phone number of legal guardians, in the case of children within G2G projects, and information on children including school attended, date of birth, ethnicity and health.

Specifically in relation to volunteer bookings, we hold the same information as for travel bookings above, plus the following information requested from volunteers at the time of application:

- details contained within volunteers' booking forms and introductory questionnaires, including health information
- details contained within volunteers' CVs
- details of air tickets
- emergency contact details
- signed insurance and liability Indemnity forms
- parental consent forms (which includes indemnity for under 18s)
- references
- photographs
- G2G invoices
- results of police checks
- bank details, where required to make a refund
- any other general correspondence between G2G and volunteers.

When we ask you to provide your personal information we will let you know why we are asking, and how we will use your data, by directing you towards this notice.

What do we do with your information?

Depending on your relationship with G2G, and the preferences you have indicated, data we hold may be used by us to:

- provide you with news and updates (by electronic means or by post, depending on the

means of communication requested) to provide you with the information you have asked for on:

- G2G activities and achievements, upcoming events, volunteering programmes and other information of interest;
- our fundraising operations, including requests to consider giving financial support to G2G, or to ask you to consider supporting us in other ways;
- information is distributed via our twice-yearly newsletter and other marketing material;
- meet contractual obligations/pay suppliers/contractors for services received;
- fulfil services requested by customers (i.e. paying volunteers a) to meet contractual obligations;
- identify contact information for specific people/skills so that G2G can effectively engage with interested parties/relevant stakeholders and further the aims of the charity;
- Send other relevant communications based upon your relationship with G2G.

We may also undertake research, gathering information from publicly available resources, to help us identify potential future funding organisations or organisations that may wish to participate in or promote G2G youth projects, for example, schools and universities. We would contact such parties by email, telephone or postal means.

As per the requirements of GDPR, we have identified the 'legal basis' for all personal data held by G2G, as follows:

- 'consent' for individuals' personal data held within our electronic mailing list i.e. consent has been given by you, and 'legitimate interest' for personal data held within our database and postal mailing list;
- 'consent' for personal data of young people participating within G2G projects, from a legal guardian, and 'legitimate interest' for other data obtained directly from monitoring the project outcomes;
- 'contract' for details of employed staff, contract staff and suppliers;
- 'legitimate interests' i.e. furthering the aims of the charity, where we contact organisations identified through research;
- 'legitimate interests' for email addresses held for people who have chosen to make contact with G2G;
- 'legitimate interests' for personal data held for volunteers and independent travel bookings.

We will hold your data until such time that you request we delete it, we receive a non-delivery notification for electronic communications, or we no longer require it for furthering the aims of the charity.

You can opt out of any/all of our communications at any point by contacting us at Admin@growing2gether.org.uk (or the postal address below).

Who we might share your information with?

G2G only shares personal data where absolutely necessary, in order to deliver the aims of the charity.

G2G shares personal data, as necessary, with other relevant third parties in order to facilitate volunteer bookings and independent travel bookings for customers. Third parties include: And additionally, in the case of volunteer bookings G2G shares appropriate personal data with the relevant G2G supported projects, and with schools, police/authorities for running checks in order to ensure the safety of children within G2G projects.

G2G's website links to a number of third party websites, such as Go Fund Me, Virgin Money Giving, PayPal and Stripe, as a means of facilitating donations and purchases. Any personal data involved in these transactions is provided directly by you to these organisations, and is not held by G2G. G2G's mailing list is managed via an online platform, Mailchimp, and as such contact details are shared with this organisation. All such third parties are also bound by the GDPR, and have their own Privacy Notices explaining how they comply.

G2G shares personal data on participants in our youth projects, as necessary, with partner schools and education authorities.

Your data will never be sold or passed to any third party for any other purpose.

How we keep your information secure and private

We have implemented security procedures and technical measures to protect the personal data that we have from:

- unauthorised access;
- improper use or disclosure;
- unauthorised modification.

Measures include:

- all data is held on our computers in Scotland and may only be accessed by individuals contracted to work for G2G;
- access to data by G2G staff is limited to that which is necessary for them to undertake their contracted responsibilities;
- documents containing personal data are password protected;
- data is only held for as long as necessary, and where it is no longer relevant, up to date or necessary, it is deleted (in the case of electronic data) or destroyed (in the case of data held in paper files);
- G2G continually reviews best practice technological options for ensuring security and privacy of data, including for electronic file storage and sharing, email communications, website, database and any other systems in use to process data.
- all our employees, who have access to, and are associated with the processing of

personal data, are legally obliged to respect the confidentiality of this data.

Website cookies

Cookies are pieces of data containing a unique, anonymous identifier, created when you visit a site. They are stored in the cookie directory of your hard drive and do not necessarily expire at the end of your session. Cookies used by the G2G website contain no personal information about the user, nor does our website elicit or store any information from users other than the Internet Protocol address of the computer used to access the site. We use cookies for tracking our site statistics with Google Analytics.

Users may safely turn off cookies without affecting how pages are displayed. Adjusting your web browser settings can disable cookies. However, if you choose not to accept cookies, some parts of our web site may not work properly.

Cookies help us:

- make our website work as you'd expect;
- remember your settings during and between visits;
- improve the speed/security of the site;
- allow you to share pages with social networks;
- continuously improve our website for you.

We do not use cookies to:

- collect any personally identifiable information (without your express permission);
- collect any sensitive information (without your express permission);
- pass personally identifiable data to third parties;
- pay sales commissions.

Children's Personal Information

We are committed to protecting the privacy rights of all children under 18 whom we support through our project partners, or who may volunteer or fundraise for us (please see our [Child Protection Policy](#) for more information). In addition children in our G2G project are protected under the 'Highland Schools Child Safeguarding Policy adapted for Growing2gether programme in partnership with secondary schools. Whenever we require personal information relating to a child, we will always seek the consent of a parent or legal guardian first.

How can I access the information about me, and request correction of information?

You can ask us if we are keeping any personal data about you and you can also request to receive a copy of that personal data – this is called a Subject Access Request. To make a Subject Access Request you will need to provide proof of identity. You will receive a response from us within 40 days.

At any time you may request that we delete or correct your personal information.

Subject Access Requests and requests for deletion or correction should be sent to admin@growing2gether.org.uk (or to the postal address below).

Further information, concerns and complaints

Should you have any concerns about our approach to data protection we would be happy to discuss these. If you require further information you may contact the UK's independent body: The Information Commissioner's Office. For further details please see <http://www.ico.org.uk>

Changes to our privacy notice

We regularly review our privacy notice, and may make changes from time to time. Any changes made will be posted to this page, and will apply from the time we post them. This privacy notice was last updated on 21st May 2025.

How to contact us

If you have any comments or queries on our privacy notice, or information we hold about you, please contact us by post or email at:

Growing2gether
Findhorn Hive
567 West Whins
Findhorn, Forres
Moray IV36 3SH

Email: admin@growing2gether.org.uk