

## DEVELOPMENT AND FUNDRAISING - PRIVACY NOTICE

### Introduction:

The Royal College of Surgeons of Edinburgh (RCSEd) is committed to protecting your personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This notice explains how and why we collect, use and protect your personal information to receive donations or funding, as well as organising fundraising activities.

### Who Are We:

The department operates under the Royal College of Surgeons of Edinburgh, which is the data controller responsible for processing your data.

Data Controller: Royal College of Surgeons of Edinburgh

Registered with the Information Commissioner's Office (ICO), Reg. No. Z5806303

Email: [dataprotection@rcsed.ac.uk](mailto:dataprotection@rcsed.ac.uk)

To read our full Privacy Policy please visit: [Privacy Policy | RCSEd](#)

### Legal Basis for Processing:

We process your personal data under one or more of the following legal bases:

- **Consent:** When you provide clear, informed permission (e.g. marketing emails). You can withdraw your consent at any time.
- **Contract:** When processing is necessary to fulfil a service, you requested.
- **Legal obligation:** To meet our statutory and regulatory duties
- **Legitimate interest:** To manage operations and improve services (balanced with your rights). We're collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone.

### What Information We Collect:

Categories	Data Types	Reasoning/Additional information
Contact Data	<ul style="list-style-type: none"> <li>• Name(s)</li> <li>• Address</li> <li>• Telephone number/mobile number</li> <li>• Personal email address</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Consent</b></li> </ul>
Transactional/Finance Data	<ul style="list-style-type: none"> <li>• Payment/banking details</li> <li>• Donation history</li> <li>• Taxpayer information (for Gift Aid purposes)</li> <li>• Gifts left in wills</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Consent</b></li> </ul>

Special Category Data/ Equality Monitoring Information	<ul style="list-style-type: none"> <li>We do not collect any special category data, if we did this would be with your explicit consent.</li> </ul>	<ul style="list-style-type: none"> <li><b>Consent</b></li> </ul>
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### How We Collect Your Information:

- Directly from you
- Publicly available sources
- From your RCSEd membership record

### How We Use Your Information:

We use your personal information to:

- Maintain and keep accurate records
- Verify your identity as part of our contractual obligations
- Process financial transactions related to donations or gifts RCSEd receives
- Communicate with our membership, partners, event attendees, current and potential supporters
- Further the RCSEd's charitable mission (including fundraising and partnerships)
- Enable RCSEd to achieve its strategic goals and overarching mission

### Sharing Your Information:

We will on occasion share a reasonable amount of personal data with third parties in order to carry out its activities. We will only share the minimal amount of data necessary for the agreed purposes and will use and continue to develop robust data sharing agreements with the said third parties. We never sell your personal data.

Information may be shared with:

- Professional advisors
- Relevant regulatory authorities
- Wealth screening and insight companies

We may, depending on your geographical location, share or transfer information with our Malaysian subsidiary, RCSEd Malaysia Sdn. Bhd for the purpose of carrying out RCSEd activities within the ASEAN region. Such transfers are carried out with appropriate safeguards to ensure that your personal data is adequately protected in accordance with applicable data protection law, and in particular Article 46 of the UK GDPR and the EU GDPR.

For any queries about fundraising please contact: [FundingOpportunities@rcsed.ac.uk](mailto:FundingOpportunities@rcsed.ac.uk)

### Retention of Your Data:

We consider the relationship with our supporters to be lifelong, and we will retain your personal information indefinitely unless you tell us otherwise. If you exercise your right to be removed from

our database as a donor, we may need to retain a minimal amount of personal data in accordance with our legal obligations, including financial records for the required period of time for statutory purposes (for example Gift Aid claims, anti-fraud/money laundering, and accounting and auditing).

### **Your Rights:**

You have rights under data protection law, including to:

- Access your data
- Correct inaccurate data
- Request erasure (where legally permissible)
- Restrict or object to processing
- Withdraw consent at any time (where processing is based on consent)
- Lodge a complaint with the ICO ([www.ico.org.uk](http://www.ico.org.uk))

To exercise these rights, contact: [dataprotection@rcsed.ac.uk](mailto:dataprotection@rcsed.ac.uk)

### **Security of Your Data:**

We take appropriate technical and organisational measures to secure your data, including:

- Secure servers and encrypted storage
- Access controls and staff confidentiality training.
- Secure offsite storage.

### **Data Protection Impact Assessments (DPIAs):**

Where new or high-risk processing is planned, we undertake DPIAs to assess and mitigate privacy risks in accordance with UK GDPR guidance.

### **Changes to This Notice:**

This notice is reviewed regularly and may be updated. The latest version will always be available on our website.

**Last Updated:** November 2025