

MERCY CORPS EUROPE: STATEMENT ON DATA PROTECTION

Purpose

This statement sets out the standards for data protection that have been adopted by Mercy Corps Europe, Scottish Charity number [SC030289](#).

Personal Information

Personal information relates to living people and Mercy Corps Europe records and uses personal information every time it receives support for its charitable projects throughout the world. It also holds information about some of those who benefit from the work of the charity and its staff. Mercy Corps Europe realises how important it is to protect people's privacy, to be transparent about how it uses personal data and to keep that data secure.

This is how Mercy Corps Europe looks after personal information:

When we record personal information we will:

- Let you know why it is needed, where it is not obvious
- Be transparent about the use to which it is put
- Only ask for what is necessary and not information that is excessive or irrelevant
- Make sure nobody has access to it who should not
- Ensure that those handling the information are given guidance on their responsibilities
- Share it with other organisations only where permission has been given or where the law allows; and
- Keep it only for as long as it is needed.

We, in turn, rely on you to give us accurate information.

Access to Personal Information

Mercy Corps Europe has prepared and will make available a list of all the categories of personal information it holds

Any person can ask to look at, or have access to, the personal information that is held about them or about anyone for whom they are legally responsible.

When you ask for information about yourself, we will comply with the requirements of the Data Protection Act.

Any questions about the personal information held, or information about it, should be addressed to: mce-dataprotection@mercycorps.org or telephone (+44) 0131 662 5160

The address to write to is 40 Sciennes, Edinburgh EH9 1NJ. Your complaint or enquiry should be marked for the attention of the Director of Compliance, Governance and Risk.

Disclosure of Information

Mercy Corps Europe may disclose information to other individuals or organisations where it appears justified or necessary.

If personal information is disclosed to others, we will consider:

- If you have given consent
- Who is asking for the information and why they need it
- Whether the person who supplied the information would expect us to provide it

Enforcement of the Data Protection Act

The Act is enforced by the Information Commissioner. If you are unhappy in any way with how we have dealt with your request, you can contact the Commissioner at:

The Office of the Information Commissioner
Wycliffe House
Wilmslow
CHESHIRE
K9 5AF

Helpline: 0303 123 1113

The website for information about the Data protection Act and Guidance is:
<https://ico.org.uk/>