



PROTECTING PERSONAL INFORMATION

Thank you for requesting resources from Compassion UK. We really appreciate your interest in our work and your heart for making a difference to children living in poverty.

Child profiles and Sponsorship leaflets contain information about children who are currently in need of a sponsor. By sharing these photographs and information with friends, or by displaying them at an event, you can play an exciting role in connecting these children and young people with the love and care of their local church.

Each leaflet and child profile includes a tear-off response form that a new sponsor needs to fill in and hand back to you. It's always preferable if a potential sponsor fills out the whole form, but if they don't have their bank details with them, please ask them to just fill in their contact details. Once we receive their sponsorship form, we'll contact them by phone to take their bank details.

Please ensure you return all completed forms as quickly as possible using the special delivery envelopes provided.

Duty of confidentiality and data protection requirements

In the course of connecting children with sponsors, you'll be handling personal information. You're required to take the utmost care of such data, not to disclose it to any third party or use it in any way which is not compatible with the responsibilities that come with handling these forms. You're required to apply the following standards:

1. Keep the forms secure – please take particular care when handling completed forms.
2. Return completed forms by Special Delivery Only – please use the Special Delivery envelopes provided. You'll need to obtain a tracking number from the Post Office.
3. Return any unused forms.
4. Report as soon as you become aware of any loss, theft, or an unauthorized or accidental disclosure of the forms so we can deal with the issue promptly.

Please note that failure to abide by the standards above may result in being denied the opportunity to receive Compassion resources and/or volunteer in the future. If you have any questions, please don't hesitate to contact us on 01932 836 490 or email resourcemanagement@compassionuk.org.

Thank you

On behalf of everyone at Compassion UK, thanks again for everything you're doing to bring children real hope and lasting change.