

## Privacy notice

The Chartered Institute of Fundraising (Chartered Institute) and IDPE qualification is a joint course run by the following data controllers:

- The Chartered Institute of Fundraising of Canopi, 7-14 Great Dover Street, London, SE1 4YR
- The Institute of Development Professionals in Education (IDPE) of Kelston Park, Bath BA1 9AE

The Chartered Institute uses the information in your booking form to complete your enrolment and to give you access to our secure online learning platform which is run by [Blackboard](#). This is in order for us to fulfil our contract with you for the course.

The information attached to your online record held by Blackboard will be archived after the course expires (within 24 months or as soon as all students from your cohort have completed their studies).

The Chartered Institute relies on legitimate interests to process your data in the following ways:

- keep archived courses and associated personal data for 6 years for complaint/dispute resolution purposes
- retain your name, surname, membership/student number and name and date of qualification awarded for a maximum of 50 years to confirm your qualification awards and for fraud prevention purposes
- to help us review the popularity of our online courses and improve our services (this may include being sent an email with a link to a survey about the course)
- for budgeting and financial review
- for follow-up feedback

We also share your data with relevant third parties (like the exam board) for quality assurance purposes only.

IDPE use some of your data for the following purposes:

- to allow them to process your payment
- to enable them to ensure special access if required
- in order for them to send you a welcome message

To view our full CIOF privacy policy visit: [Chartered Institute of Fundraising - Privacy and personal data protection statement \(ciof.org.uk\)](https://www.ciof.org.uk/privacy-and-personal-data-protection-statement)

To view the full IDPE privacy policy [click here](#).