

Privacy notice

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

- The Chartered Institute of Fundraising of Canopi, 82 Tanner Street, London, SE1 3GN
- The Institute of Development Professionals in Education (IDPE) of Henleaze Business Centre, Harbury Road, Bristol, BS9 4PN

CIOF 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).

CIOF 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 the full Chartered Institute privacy policy [click here](#).

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