

KENT RELIANCE COMMUNITY FOUNDATION - PRIVACY NOTICE

1. INTRODUCTION

We take our obligations under data protection law very seriously and we're committed to keeping your Personal Data secure.

Data Protection law, including the Data Protection Act 2018 and UK General Data Protection Regulation (GDPR), imposes obligations on us as a Data Controller when we Process your Personal Data. It also gives you, as the Data Subject, rights over your Personal Data.

One such obligation is to process your Personal Data fairly, lawfully and in a transparent manner. This Privacy Notice is designed to help you understand what Personal Data we hold, why it is required, and how it is used. It also sets out some of your legal rights.

2. ABOUT US

Kent Reliance Community Foundation is the Data Controller of any Personal Data it holds about you, your role with or grant application to us. In this Privacy Notice, the terms "we", "our" and "us" are used to refer to Kent Reliance Community Foundation.

If you require any further information or wish to contact us our details are:

Address: OSB House, Quayside, Chatham, Kent, ME4 4QZ

Email address: dataprotection@osb.co.uk

Telephone number: +44 (0) 1634 821343

3. WHO THIS PRIVACY NOTICE APPLIES TO

This Privacy Notice explains how we will use the Personal Data of current and previous:

- trustees
- directors
- grant applicants and recipients of grants made by us

Each such person is referred to as "you" and "your" in this privacy policy.

4. DEFINITIONS

It is important that you understand certain definitions used in this notice.

"Data Controller" is the main decision maker when it comes to how personal information is handled, and how it's kept safe and is therefore responsible for the Personal Data.

"Processing" is broadly defined and includes: obtaining, recording, holding, using, organising, altering, retrieving, disclosing, erasing or destroying Personal Data.

"Personal Data" is any information relating to an identified or identifiable natural person (the **"Data Subject"**).

"Sensitive Personal Data" or **"Special Category Data"** is Personal Data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, data concerning health or data concerning a natural person's sex life, gender or sexual orientation.

5. WHAT PERSONAL DATA WE COLLECT

We may Process various types of Personal data about you. This includes:

Trustees/Directors

- your name and contact details
- national insurance number and tax information
- nationality and immigration details
- information about your engagement and previous employment or engagement
- correspondence and documents we hold, correspondence or communications received or sent and the information contained within them

Grant Applicants

- your name and contact details
- your relationship with the charity on whose behalf you are requesting a grant including details of the application, due diligence undertaken, the outcome of the application and monitoring of grants made.

We may not Process all categories of Personal Data about you.

6. HOW WE COLLECT PERSONAL DATA

We may collect Personal Data from you directly or from other sources including publicly available information on the internet and social media.

7. WHY WE PROCESS PERSONAL DATA

We Process Personal Data about you for various specific purposes. These include:

- to administer your relationship with us;
- to deal with enquiries and requests;
- to review applications for grants provided by us;
- to administer and facilitate grants provided by us;
- for statistical analysis and analytics;
- for marketing purposes.
- complying with our legal obligations.

8. WHO WE SHARE PERSONAL DATA WITH

We may need to share some Personal Data with others. This may include:

- Services providers including OSB GROUP PLC and its subsidiary companies;
- external contractors;
- our insurers;
- consultants and advisors such as legal and financial advisors
- external auditors;
- regulators such as the Charity Commission and the Information Commissioner's Office
- law enforcement and safeguarding authorities such as the police;
- fraud prevention organisations such as CIFAS;
- other competent authorities such as HMCTS, HMRC and the Home Office;
- media organisations; and
- any other person you ask us to provide information to.

When possible, Personal Data which is shared externally will be anonymised, and in most cases the recipient of the information will be bound by confidentiality obligations.

9. WHERE PERSONAL DATA IS PROCESSED

Information which you provide to us is stored on secure servers located in the UK. However, data that we collect from you may be also transferred to, or processed in, a destination outside the UK. In particular, operations centres in India which access and process data and we engage some third parties that may store or process personal data outside of the UK. Your personal data may also be processed by staff operating outside the UK who work for us or for one of our suppliers.

We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Notice. When personal data is processed outside of the UK, we will make sure appropriate safeguards are in place, in accordance with legal requirements, to protect the data.

In all cases these safeguards will include one of the following:

- Sending the data to a country that's been approved by the UK Government as having a suitably high standard of data protection law.
- Putting in place a contract with the recipient containing terms approved by the UK authorities as providing a suitable level of protection. We also have procedures in place to deal with any suspected data security breach. We will notify you of any security breaches affecting your Personal Data when we think it is appropriate to do so or where we are legally required to do so.

10. HOW LONG WE KEEP PERSONAL DATA

We will retain information about you for the period necessary to fulfil the purposes for which the information was collected. After that, we will delete it. The retention period will vary depending on the purposes for which the information was collected.

11. YOUR RIGHTS

You have a number of rights under data protection law in relation to the way in which we Process your Personal Data. A summary of these is set out below:

Right	Description
Right to be informed	A right to be informed about how we collect and use your Personal Data.
Right of access	A right to access Personal Data held by us about you. Where the response to such an access request would result in the disclosure of identifying information relating to a third party, the disclosure cannot be made without the consent of that third party, unless it is reasonable to disclose the data without consent.
Right to rectification	You may require the rectification of your Personal Data if it is inaccurate.
Right to erasure	In limited circumstances, such as when Personal Data is no longer required to achieve the purpose for which it was collected, you may require us to erase that Personal Data.
Right to restrict Processing	In certain circumstances, you may require the restriction of the Processing of your Personal Data by us. This applies when, for example, the data is no longer required to achieve the purpose for which it was collected, but you/we require the data to be kept for the purpose of dealing with legal claims.

Right to data portability	In certain circumstances, you can ask to receive Personal Data which you provided to us, in a structured, commonly used and machine-readable format, or to require us to transfer of this data to another organisation.
Right to object	You may object to the Processing of your Personal Data on grounds relating your particular situation, where the Processing of such data is necessary for the purposes of our legitimate interests, unless we are able to demonstrate, on balance, legitimate grounds for continuing to Process Personal Data which override your rights or for the establishment, exercise or defence of legal claims.
Withdrawal of consent	If we Process Personal Data on the basis of consent, you may withdraw your consent at any time. Although this will not affect the validity of anything done before consent is withdrawn we will promptly cease the data Processing to which the withdrawn consent relates.
Rights related to automated decision making including profiling	A right not to be subject to a decision based solely on automated Processing (without any human involvement), including profiling, in certain circumstances. Please note that we do not presently undertake automated decision making within the scope of this right.

If you have any concerns regarding our Processing of your Personal Data or are not satisfied with our handling of any request by you in relation to your rights, you may contact us (see section 2 for contact details).

If you have any concerns regarding our processing of your personal data or are not satisfied with our handling of any request by you in relation to your rights, we encourage you to contact us. You also have the right to make a complaint to the Information Commissioner's Office (ICO):

First Contact Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Please call 0303 123 1113 or visit ico.org.uk/global/contact-us for up-to-date information on contacting the ICO.

12.SECURE ONLINE SERVICES

We use appropriate technical and organisational measures to protect the information we collect and Process about you and your online services are provided using secure servers. We use Secure Sockets Layer (SSL) software to encrypt information, in order to protect your security.

We regularly review our systems and process to ensure our online services are provided using secure servers, however, no internet transmission can ever be guaranteed 100% secure. We recommend that you install, use and maintain up-to-date anti-virus, firewall and anti-spyware software on your computer to better protect yourself.

13.USE OF COOKIES

Cookies are small text files that web servers can store on your computer's hard drive when you visit a website. They allow the server to recognise you when you revisit the website and to tailor your web browsing experience to your specific needs and interests. If you wish to restrict or block the cookies

which are set by us, you can do this through your internet browser setting or the cookies preference management tool on the relevant website. Further information about our use of cookies can be found on our website.

14. LINKS TO THIRD PARTY WEBSITES

Our websites may, from time to time, contain links to and from third party websites. If you follow a link to any of these websites, please note they have their own privacy notice and we do not accept any responsibility or liability in relation to third party websites. Please check the relevant privacy notice before you submit any data to these websites.

15. CHANGES TO OUR PRIVACY NOTICE

We may update this Privacy Notice from time to time. Any changes we may make in the future will be posted on our website and we recommend that you revisit our website from time to time to stay informed about how we use your information.

Version: 1

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Kent Reliance Community Foundation is a company and charity registered in England and Wales. Company number 14303551. Registered charity number 1207037. Registered office: OSB House, Quayside, Chatham, Kent, ME4 4Q.