



DATA PRIVACY POLICY (reviewed 29th February 2024)

Kathryn's Mercy Home Trust (UK) Charity no. 1129791

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

Kathryn's Mercy Home Trust (UK) ("the charity") is the data controller; this means that we decide how your personal data is processed and for what purposes. Contact details are below.

3. How do we process your personal data?

Kathryn's Mercy Home Trust (UK) complies with our obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- to enable us to provide a voluntary service for the benefit of the public as specified in our charitable purposes;
- to administer our supporters' records;
- to fundraise and promote the interests of the charity;
- to maintain our own accounts and records (including the processing of Gift Aid applications);
- to inform you of news, events and activities relevant to our charitable purposes;

4. What is the legal basis for processing your personal data?

- The legal basis on which we process your personal data is our legitimate interest, with your consent, to keep you informed about news, events and activities, and to process your Gift Aid donations (where applicable).
- Processing is carried out by the charity as a not-for-profit body provided: -
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will not be shared with any third parties without your consent.

6. How long do we keep your personal data?

We will keep data for up to 6 years after Gift Aid declarations are no longer effective or you are no longer interested in the charity.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- the right to request a copy of the personal data which we hold about you;
- the right to request that we correct any personal data if it is found to be inaccurate or out of date;
- the right to request that your personal data is erased where it is no longer necessary for us to retain such data;
- the right to request that you are not contacted in any particular way (eg by phone, post, email);
- the right to withdraw your consent to the processing at any time;
- the right, where there is a dispute in relation to the accuracy or processing of your personal data, to request that a restriction is placed on further processing;
- the right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact Revd William Allberry, 48 Ditton Road, Surbiton, Surrey, KT6 6RB (email kmhuk88@gmail.com; phone 020 8390 2019).

You can contact the Information Commissioner's Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.