

Privacy Notice

South Kilburn Trust (“the Trust”, “we”) is the controller responsible for the personal data that you supply to the Trust. Examples of when we collect and process your personal data include:

- when you visit our website
- get in touch
- sign up for a newsletter
- enter a competition
- apply for a paid or voluntary role

This Privacy Notice provides information on how we collect and process your personal data when you visit our website.

South Kilburn Trust will never sell the personal data you provide , or any other personal data we collect in the course of our charitable activities.

The type of personal information we collect:

We are committed to protecting and respecting your privacy and this statement sets out the basis on which any personal data we collect from you, or that you provide to us, will be protected and processed.

We currently collect and process the following information:

- **Personal identifiers**, contacts, and characteristics where you provide them (for example, name and contact details such as phone and email address).
- We may use **software tools** (such as Google Analytics) to measure and collect session information, including page response times, length of visits to certain pages, page interaction information, and methods used to browse away from the page.
- **Cookies** - We use essential Cookies on our website (security, antifraud). Cookies are small pieces of data stored on a site visitor's browser. They are typically used to keep track of the settings users have selected and actions they have taken on a site. More information on this can be found [here](#).

Legal basis for collecting your data

The law requires us to have a legal basis for collecting and using your personal data. We rely on one or more of the following legal bases:

- **Consent:** We rely on consent only where we have obtained your active agreement to use your personal data for a specified purpose, for example if you subscribe to an email newsletter.
- **Legal obligation:** We may use your personal data where it is necessary for compliance with a legal obligation that we are subject to. We will identify the relevant legal obligation when we rely on this legal basis.
- **Legitimate interests:** We may use your personal data where it is necessary to conduct our business and pursue our legitimate interests, for example to prevent fraud and enable us to give you the best and most secure customer experience. We make sure we consider and balance any potential impact on you and your rights (both positive and negative) before we process your personal data for our legitimate interests. We do not use your personal data for activities where our interests

are overridden by the impact on you (unless we have your consent or are otherwise required or permitted to by law).

How we get the personal information and why we have it

Our website only collects information about you that you have supplied which could be in relation to a job application via the website, a form completed via the website, a sign up for a newsletter done via the website or an enquiry submitted via the website.

In order to comply with applicable laws and regulations we will only use your personal data for the purpose for which we collected it, which includes, to manage your relationship with us, as well as to recommend services which may be of interest to you.

Marketing

We request explicit consent on all our website forms for opting into our Email Marketing, we do this by asking you to tick "I want to keep up with the South Kilburn Trust newsletter". If you have agreed to receive marketing, you may always opt out later.

GDPR

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting hello@southkilburntrust.org

How we store your personal information

Your information is securely stored.

Our website is hosted on the Wix.com platform. Wix.com provides us with the online platform that allows us to inform you of our services. Your data may be stored through Wix.com's and Mailchimp.com's data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall.

The data will only be deleted if requested by the user.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at hello@southkilburntrust.org if you wish to make a request.

Your legal rights

For details of your rights under data protection laws, including the right to receive a copy of the personal data we hold about you and the right to make a complaint at any time to the Information Commissioner's Office ('the ICO'), you may consult the UK regulator for data protection issues (www.ico.org.uk).

The UK supervisory authority for data protection is the Information Commissioner's Office . We are registered with the ICO under registration number [ZA399543].

You have the right to make a complaint about the processing of your personal data at any time to the Information Commissioner's Office (ICO), and more information can be found on the [ICO website](#).

We have appointed a data protection officer (DPO) who is a permanent employee of the Trust.

The DPO is responsible for monitoring our compliance with data protection legislation, and is the point of contact for concerns you may have over how we are processing personal data, and any incidents you want to report to us. Please write to hello@southkilburntrust.org and mark it for the attention of the Data Protection Officer.

Our full SKT privacy policy contains more detailed information about our data processing (including about data security, data retention and lawful processing bases). You may request a copy of our Full Privacy Policy by emailing us at hello@southkilburntrust.org

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