

Kemerton Conservation Trust

Kemerton Court
Kemerton
Tewkesbury
Gloucestershire
GL20 7HY

Tel: 01386 725 254

www.kemerton.org

Registered Charity No. 702488

**GOVERNORS**

ADRIAN DARBY, OBE (Chairman)

MATTHEW DARBY

PETER DOBLE

LORD HOWICK, VMH

PETER MARREN

Dr MARGARET PALMER, MBE

BRETT WESTWOOD

ROGER WORKMAN

KEMERTON CONSERVATION TRUST – PRIVACY POLICY

May 2018

Who we are and how to contact us

Kemerton Conservation Trust
Kemerton Court
Kemerton
Tewkesbury
Gloucestershire
GL20 7HY

Phone: 01386 725 254

Website: www.kemerton.org

What this privacy policy covers

In accordance with the data protection acts, this privacy policy tells you how and why we use personal information.

What is personal information?

Personal information is defined as information about you that is personally identifiable such as your name, address, email address and phone number.

Uses of personal information

Kemerton Conservation Trust uses personal information for:-

- Administering memberships
- Administering volunteer records
- Communicating about conservation work and campaigns
- Fundraising purposes
- Contracts for goods and services
- Administering donations and legacies
- Fulfilling statutory requirements
- In-house analysis and reporting

Legal basis

The legal basis for holding personal information is as follows:-

Contract:

Provision of membership services, the buying and selling goods and services and fulfilling grant requirements.

Legal Obligation:

Statutory reporting (e.g. HMRC, Charity Commission and Health & Safety Regulators).

Legitimate Interest:

Communicating about conservation work and campaigns (e.g. Reports, press releases, newsletters). Responding to general enquiries.

Consent:

Communication via email in relation to membership, volunteering, marketing or fundraising purposes.

Disclosure of personal information

KCT will never sell personal information. We will only share information where required for statutory purposes (eg. Annual reporting to Charities Commission, Health & Safety reporting) and for communication about conservation work including press releases and reports.

Keeping your personal information secure

We will only retain personal data as long as it is necessary for business, regulatory or legal reasons. Once personal information is no longer needed it is securely destroyed. You have the right to request removal from our contact lists.

Users aged under 16

If you are aged under 16, please ensure you obtain your parent/guardian's consent before sending any personal information to KCT.

We do have activities for under 16s. Prior to taking part in these events please ensure you speak to your parent or guardian.

Online Media

KCT's website www.kemerton.org does not contain cookies or collect any data on site visitors.

KCT's Facebook page is administered in accordance to Facebook user rules and Facebook's privacy policy. If you choose to post or comment on KCT's Facebook page, please ensure you have read Facebook's policies.

Accessing your information

The data protection acts gives subjects the right to review data held by KCT and to have those details corrected if they are wrong.

If you wish to access the details we hold on you, please contact “the Secretary, Kemerton Conservation Trust” by telephone, email or letter (details are at the top of this page). A response will be made within a period of 28 days.

If you have any cause to believe that KCT is not managing and storing your data properly, you have the right to complain to the Information Commissioner’s Office, details of which are available via the ICO website. Further details on GDPR are also available there.