

Privacy Notice

The Kisoro Trust

(Recognised Scottish Charity No. SC 029384)

Purpose of this Notice

This Privacy Notice outlines the way in which The Kisoro Trust will use personal information provided to us. Personal information includes any information that identifies you personally, such as your name, address, email address or telephone number.

The Kisoro Trust recognises the importance of your privacy and personal information and we have therefore outlined below how we use, disclose and protect this information. The Kisoro Trust is the data controller, because we decide how your data is processed and for what purpose. Contact details for us are provided below.

How we use information

We use the information you give to us:

- to administer donor records, including our accounts and processing gift aid.
- to provide you with information about news, events, and activities within The Kisoro Trust.
- to fulfill contractual or other legal obligations;
- to further our charitable aims, for example through fundraising activities.

Disclosure of information

The Kisoro Trust will only share your personal information where this is necessary for the purposes set out above. Information will not be shared with any third party without your consent unless we are obliged or permitted to do so by law.

Basis for processing personal information

The Kisoro Trust processes your information in the course of its legitimate activities, with appropriate safeguards in place, as a not-for-profit body on the basis that our processing relates solely to donors, people who have requested a newsletter, or who for other reasons are in regular contact with us, and that this information is not disclosed to any third party without your consent.

We also process information where this is necessary for compliance with our legal obligations; where processing is necessary for the purposes of our legitimate interests and such interests are not overridden by your interests or fundamental rights and freedoms; and where you have given consent to the processing of your information for a particular purpose.

Storage and security of personal information

The Kisoro Trust will strive to ensure that personal information is accurate and held in a secure and confidential environment. We will keep your personal information for as long as it is necessary for the purposes you have given it, or that you have regular contact with us or so long as we are obliged to keep it by law or may need it in order to respond to any questions or complaints or to show that we treated you fairly. We may also keep it for statistical purposes but if so we will only use it for that purpose. When the information is no longer needed it will be securely destroyed or permanently rendered anonymous. A copy of our data retention policy is attached to this Notice.

Getting a copy of your personal information

You can request details of the personal information which The Kisoro Trust holds about you by contacting us using the contact details given below.

Inaccuracies and Objections

If you believe that any information The Kisoro Trust holds about you is incorrect or incomplete or if you do not wish your personal information to be held or used by us please let us know. Any information found to be incorrect will be corrected as quickly as possible.

You have the right to object to our use of your personal information, or to ask us to remove or stop using your personal information if there is no need for us to keep it. There may be legal or other reasons why we need to keep or use your data, but please tell us if you think that we should not be using it.

If we are processing your data on the basis of your explicit consent, you can withdraw your consent at any time. Please contact us if you want to do so.

Contact us

You can contact us by getting in touch with the trustees by emailing info@kisoro.org. The trustees are Reuben & Rosie Addis, Grant & Carol Bulloch, and Julian Dines.

How to complain

You have the right to complain to the Information Commissioner's Office about anything relating to the processing of your personal information by The Kisoro Trust. You can contact the ICO via its website at www.ico.org.uk or at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Data Retention Policy

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Introduction

The Kisoro Trust will gather personal information from individuals and external organisations all of which is recorded in documents and records, both in hard copy and electronic form. Examples of the type of information include, but are not limited to, mailing lists, accounts, newsletters and other communication such as letters and emails. In certain circumstances it will be necessary to retain documents to meet legal requirements and for operational needs. Document retention is also required to evidence agreements or events and to preserve information. However it is not practical for The Kisoro Trust to retain all records. Additionally, data protection principles require information to be as up to date and accurate as possible.

Databases for mailing lists / distribution will be reviewed annually, and out of date information deleted.

- Miscellaneous contact information will be deleted once there is no longer a requirement to hold such information.
- Records of financial donations will be kept for a minimum of six years.
- Bank statements, cancelled cheques, and deposit slips will be kept for a minimum of six years.
- Cash receipts will be kept for a minimum of three years. Expense reports will be kept for six years.
- Tax records will be kept for a minimum of six years. Records of fees paid to professionals will be kept for six years.
- Accounts Payable and Receivables ledgers and schedules will also be kept for six years.
- Records relating to potential, or actual, legal proceedings will be kept for six years beyond the conclusion of any tribunal or litigation proceedings.
- Electronic versions of the newsletter will be kept for the duration of the charity.