

KRET PRIVACY POLICY

The Kempson Enterprise Trust , a registered charity, was established on 1st August 1989 in memory of the late 'G' Kempson. On 30th September 2010 the Trust was expanded to recognise the legacy of Rupert Rosedale and is now known as the Kempson Rosedale Enterprise Trust (KRET).

The Kempson Enterprise Trust Privacy Policy

1. Introduction

The Trustees of KRET (“we”, “us”, “our”) operate this Privacy Policy because we are committed to safeguarding the privacy of those who submit grant applications to us and of those who use our website, and the confidentiality of any information that we collect about you.

This Privacy Policy sets out how we will use any personal information that we may obtain from you and (if applicable) any person providing us with a reference about you. If we change any of the terms of our Privacy Policy we will post the revised policy on our website at www.kretust.com behind the “Privacy Policy” link at the bottom of each page.

Whenever you submit your information to us, whether it be by using our website, by email, by post, over the telephone, in person or by any other means (which includes for the avoidance of doubt any references which are provided to us for you by your teacher or principal etc), you are consenting to our collection and use of such information in accordance with the terms of this Privacy Policy.

We are committed to ensuring that all personal information we hold is treated properly and in accordance with the Data Protection Act 2018. We are the data controller for the purposes of that Act. In accordance with the Data Protection Act 2018, we are required to explain to you how we will treat any personal data which we collect from you.

2. What information do we collect and how do we use it?

It is possible to visit and browse our website without being required to tell us who you are or reveal any information about yourself.

If you apply for a grant (including but not limited to via our website, by post or by email), we will ask for certain information which may include your name, date of birth, telephone number, home address, term-time address, email address, the identity of your school, college, details of previous grants awarded

by us, details of any other organisations from which you have requested assistance, and details of where you heard about us. You will also be asked to provide details of the nature of the project in respect of which you are applying for the grant, including its relevance (if any) to your present education, proposed travel dates, proposed travel and maintenance costs, and the expected income that you will receive as a result of the relevant activity. You will also be asked to arrange for your teacher, principal, or another appropriate person to provide us with a reference for you in support of your application.

If you submit an application to us for a grant (including but not limited to via our website, by post or by email) we will use your information (including information contained in any reference) to assess your application and, should your application be successful, make a grant payment to you. All personal information that you provide as part of your application (including information contained in any reference) will be managed centrally by us and your information will be disclosed to our individual trustees as part of the application assessment process.

If you correspond with us using email, we may retain the content of your email messages together with your email address and our responses in order to manage your relationship with us. If you report a problem with our website, we may share the information that you provide us with our website developer.

If you make a donation and supply us with information to enable GiftAid to be claimed we will retain that information for as long as is necessary to comply with the requirements of HMRC.

You warrant that any information you supply to us is accurate and up to date, that you will inform us if any such information requires updating, and that if you submit a third party's details to us you have that third party's permission to do so.

Your personal information will not be used for any purpose to which you have not consented.

3. Third Parties

As mentioned above, we will share personal information about you (including information contained in any reference) with our individual trustees for the purposes of assessing any grant application submitted by you. We will also share personal information with third parties who are directly involved in any enquiry or grant application submitted by you, for insurance and auditing purposes, where we are legally required to do so, where we are required to enforce our Terms and Conditions, to protect our rights, property or the safety of our trustees or others, or where we have stated otherwise on our website.

We may also disclose your personal information to third parties in the event that we or substantially all of our assets are acquired by, merged with or amalgamated with a third party, in which case personal information held by us about our grant applicants will be one of the transferred assets.

4. Security

We will take all reasonable steps to protect your personal information. However, the Internet is global and no data transmitted via the Internet can be guaranteed by us to be completely secure during transmission. We cannot guarantee the security of any data that you disclose online and we will not be responsible for any breach of security unless this is due to our negligence or wilful default. It is possible that the information you provide to us will be temporarily transferred via a route outside the European Economic Area as it passes between you and us.

5. Access to your information/Queries

You have a legal right to see a copy of the personal data (as defined under the Data Protection Act 2018) that we keep about you, subject to certain exemptions. Requests for such information should be made in writing to The Data Protection Officer, KRET at kretrust.info@gmail.com.

In accordance with the Data Protection Act 2018, we follow security procedures in the storage and disclosure of your information. We may therefore request proof of your identity before disclosing certain information to you.

Please contact our Data Protection Officer at the above address if you have any reason to believe that any information we hold about you is inaccurate or if you have any queries, comments or requests regarding this Privacy Policy.

6. Cookies

The only cookies used on the website are those which are strictly necessary. We may collect information about where you are on the Internet (e.g. the URL you came from, IP address, and domain types like [.co.uk](http://co.uk) and .com), your browser type, the country where your computer is located, the pages of our website that were viewed during your visit and the date and time of your visit. We may collect this information even if you do not submit a grant application to us and will use it to administer our website, for internal operations (including troubleshooting, data analysis, testing, research, statistical and survey

purposes) and as part of our efforts to keep our website safe and secure. All such information is collected on an aggregated basis and will not be associated with you as an individual.

Our website is hosted on [Wix.com](https://www.wix.com), whose privacy policy can be found here: <https://www.wix.com/about/privacy>

Further information about the use of cookies on websites hosted by [Wix.com](https://www.wix.com) can be found here: <https://support.wix.com/en/article/cookies-and-your-wix-site>

7. How will you know if we make any changes to this Privacy Policy?

This Privacy Policy was last updated on 4th December 2018. We may amend this Privacy Policy from time to time. You are bound by any changes we make to this Privacy Policy with effect from the date of the change. If we make any substantial changes to the way in which we use your personal information we will notify you by posting a notice on our website's homepage. You can view the current version of our Privacy Policy at any time by clicking on the Privacy Policy link on our website's homepage.

8. What about third party websites that you can access via our website?

Our website contains links to other websites which are outside our control and are not covered by this Privacy Policy. If you access other websites using the links provided, the operators of those websites may collect personal information from you which will be used in accordance with their respective privacy policies which you should read. We are not liable for the practices of such third party website operators in respect of your personal information.

- Registered Charity - Registered Number 900126