



Privacy Policy

This document describes how Killearn Community Futures Company (KCFC) and its sub-groups, will gather and use personal data (information). It is designed to let people know what happens to any personal data that they give to KCFC, or that KCFC needs to collect about them in order to run the Company in a way compliant with the law and to protect their rights under data legislation.

In general, KCFC will only use the information people provide for Company purposes, retain it for the minimum period of time necessary, always allow people access to their own information, and keep it securely at all times.

A Member Director will take responsibility for data protection compliance.

What kinds of personal information does KCFC hold?

1. The Secretary hold the following information on Company members:
 - Contact details: title, full name, full address
 - Email
 - Membership type: adult / under 17
 - Membership Renewal: was membership renewed for the current year (yes/no)
 - Membership Payment type: Annual, Standing Order or Term with date of finish
 - Has an application form been returned for GDPR consent purposes: yes/no
 - Gift Aid Declaration signed on membership form: yes/no
 - Gift Aid Initials: initials of member if they have signed declaration
 - Membership Donation type: if a donation has been given, a tick box to show which working group fund it should be assigned
 - Comments: this is a personal aide memoire for the Secretary. It may include the year of first membership (e.g. 2015/16); may include amount of donation (if any).
2. The Treasurer holds the following information:
 - Gift Aid declarations and
 - records of membership payments for audit purposes
 - record of payments for invoicing
3. Working Group convenors hold the following information:
 - contact details: title, full name, full address
 - email
 - telephone number
 - dietary requirements, could be held for your attendance at events
 - Killearn Village Hall Operations Committee (KVHOC) also holds names and contact details of hirers of hall(s), wedding contacts and keyholders for day-to-day operations of the hall.
 - Records of payment for invoicing e.g., hall hire, e-bike rental, etc

Do we share your personal data with other organisations?

- In general, your information will never be shared, given or sold to any other organisation for any purpose.
- We will only share your data where we are required to do so by law (e.g., when claiming Gift Aid).
- We will not allow release of your information for profiling.

How we get the personal information and why we have it?

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To process your membership of KCFC
- To hire the Village Hall
- To attend an event / meeting organised by KCFC or a working group
- To process your donation and any gift aid
- To undertake a Protection of Vulnerable Groups application or update

KCFC only collects the information it needs, and keeps it only for the time it is needed.

We use the information that you have given us in order to:

- process your membership of KCFC and to communicate with you as a member of KCFC (e.g. invite you to the Annual General Meeting, send you renewal notices, provide you with information on the activities of KCFC)
- to communicate with you about other local groups e.g. Killearn Community Council.
- manage your booking of the village hall, including any sub-contractors (e.g. catering)
- manage your attendance at a KCFC organised event
- to facilitate other activities, (e.g. Hoolie Dhu, E-bike hire, etc)
- to protect your health and safety
- process your donation
- claim gift aid
- undertake a PVG scheme application or update
- manage Company accounts
- for marketing and publicity purposes (including Facebook, Instagram and Twitter)
- to facilitate ticket sales and manage all aspects of the Hoolie Dhu event
- to manage all aspects of bookings for the Village Hall

What is the lawful basis for processing your personal data?

We may share this information with third parties with your consent in order to manage your interaction with us, or to comply with our legal and regulatory obligations.

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

- Your consent
- We have a contractual obligation
- We have a legal obligation
- We have a vital interest

How we store your personal information?

- **Membership:** Your information is held securely on the personal computers of Company Officers, who may also securely keep any paper records from time to time. A nominated person on a KCFC working group may also hold and store your contact details.
- **Gift Aid:** Personal information provided to us to enable us to claim gift aid will be stored by the Treasurer in paper or electronic format.
- **Village Hall hirers:** Your information is securely stored on our cloud based database (Avalon), which has servers based in the UK.
- **Event attendance / Activity:** Your personal information may be stored in spreadsheets kept securely on a personal computer in order to manage the event/activity. For instance, personal information may also be held in the KCFC email account, and additionally in working group email accounts if you participate in other groups, (hooliedhu, village hall , Killearn Heritage Trail account, etc)
- **Accident reports:** Personal information may be stored on our server, and personal information in paper format will be securely filed.
- **Photographs:** If you have attended an event, you will have ‘explicitly’ consented to KCFC using your image in publicity and marketing. You can withdraw consent by notifying us at the event that you do not wish the image to be used.
- **CCTV:** Your image may be captured on CCTV if you are entering or leaving the village hall. This data is overwritten on a frequent basis, unless it is required to be kept longer by any statutory body investigations.

How long will KCFC hold your personal information?

KCFC and its working groups will only keep information for a long as is required for your participation in activities, and to comply with legislative and regulatory reasons.

In the case of a member moving out of the Operating Area and no longer wishing to remain a member, or in case of a death, the Secretary will remove personal information as soon as notification has been received, unless we need to retain such information as is necessary to comply with our legal obligations and regulatory bodies.

Is your personal information transferred outside the UK?

No. KCFC is based solely in the UK. However, from time to time data is collected to record attendance at events via platforms such as Eventbrite and on signing up to events, people are giving their consent to KCFC to use and process their data, and they will be signing up to the platforms Privacy Policy as well as KCFC’s privacy policy.

What are your basic rights under the GDPR legislation?

Here is a list of the rights that all individuals have under the new data protection laws. They don't all apply to membership of KCFC.

You have the right to:

- ask us for copies of your personal information;
- ask us to correct your personal information if you think it is inaccurate;
- ask us to complete your personal information if you think it is incomplete;
- object to your information being processed in certain circumstances;
- ask us to restrict processing of your personal information in certain circumstances;
- have your personal information erased, in certain circumstances (the 'right to be forgotten');
- to move, copy or transfer your personal information, in certain circumstances ('data portability').

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.

KCFC does not use automated decision making (decisions made using only technology) which has a legal effect or otherwise significantly affects you.

How to complain

We will use all reasonable efforts to answer any questions or resolve any concerns regarding your privacy promptly. To request a copy of the data we hold about you, please contact KCFC by writing to:

Convenor of KCFC
c/o Killearn Village Hall
5 Balfon Road
Killearn
G63 9NL

Or emailing: convenor@kcfc.co.uk

You also have the right to report any concerns you may have about how we collect and process personal information to the Information Commissioner's Office (ICO). Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Helpline number: 0303 123 1113.

For more information visit the ICO website at <https://ico.org.uk/>