

FRIENDS OF KCC
DATA PRIVACY NOTICE

1. Introduction

We are committed to ensuring that any personal data we hold about you is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

2. Your personal data – What is it?

‘Personal data’ is any information about a living individual which allows them to be identified from that data such as a name, photographs, videos, email addresses, or postal address. Identification can be by the information alone or in conjunction with any other information. The processing of personal data is governed by the General Data Protection regulation (the GDPR) and other legislation relating to personal data and rights.

3. Who are we?

Friends of KCC (FKCC) is the data controller whose contact details are set out below. This means it decides how your personal data is processed and for what purposes.

4. What personal data do we collect?

We collect personal data about you in order to inform you of forthcoming workshops and events arranged by FKCC and also up to date information in relation to FKCC.

Personal details that we collect about you include:

- Your name, email address, and on occasion telephone numbers.

5. Why we collect this information and the legal basis for handling your data

Your personal data is processed for the performance of informing you of workshops and events arranged by FKCC and notifying you of any information regarding FKCC. We will always take into account your interests and rights. This Privacy Notice sets out your rights and FKCC’s obligations to you.

Your explicit consent is required so that we can keep and process your personal data for the purposes set out herein.

6. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with members of FKCC to the extent reasonably necessary to carry out the purposes set out above. We will only share your data with third parties outside of FKCC with your consent.

7. How long do we keep your personal data?

We keep your personal data for as long as you wish to receive information of workshops and events arranged by FKCC.

8. Your rights with respect to your personal data

You have the right to:

- request access, amend or correct your personal data that FKCC holds about you
- request your personal data is erased where it is no longer necessary for FKCC to retain such data
- withdraw your consent to the processing of your personal data at any time
- lodge a complaint with the Information Commissioner's Office, details of which are set out below.

9. Further processing

If we wish to use your personal data for a purpose not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use and setting out the relevant purposes and processing conditions prior to commencing the processing.

10. Contact details

To exercise all relevant rights, or to make queries or complaints, please in the first instance, contact the Administrator to FKCC (email: friendsofkcc@me.com).

You can also contact the Information Commissioner's Office on 0303 123 113 or by mail at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

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