

Kesho UK

GDPR Policy

Version History V1.0 - 24 May 2018

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Approved by Kate Nokes, (Chair) Sally Bagenal and Angie Cary-Brown (Board Members)

This policy may change from time to time; the latest version is available on the Kesho UK website.

1. Contact Information we hold

- On initial contact with you, we request your name, email address and if appropriate your physical or postal address.
 - Donors and Sponsors
 - Name, Email and Physical or Postal Address
 - Date and amount of money donated.
 - Name of students supported with funds (sponsors) or projects supported with funds.
 - Friends and Partners
 - Name and Email Address. Physical or Postal address if required.

2. How we use your contact information

- Kesho UK uses the name of sponsors and donors to check that donations are being received into our bank account and to periodically send out receipts for those donations using your email address. We may use this information to send you occasional news or surveys about Kesho UK as required. This is done as per an agreement made at the start of sponsorship.
- Kesho UK uses the contact information of friends and partners to send occasional news or surveys about our charity activities and services and occasional fundraising campaigns.
- Kesho UK send your name and address to HMRC to claim gift aid. We ask for your consent to do this.
- For those sponsors donating funds to Kesho UK specifically to support students within Kesho Kenya, the financial and contact information is shared with Kesho Kenya for accounting and communication purposes.
- Kesho Kenya uses its contact information on sponsors to email you about the progress of a child/children you sponsor.
- Kesho Kenya also occasionally emails sponsors, donors, partners and friends with news or surveys about its own charitable activities and services. It also sends other relevant information which may include a newsletter, annual report and financial statement and a fundraising campaign.
- Kesho Kenya usually sends a Christmas card annually to your postal address.

3. How we store your information

- Kesho UK and Kesho Kenya do not pass your contact or financial information on to any third party for any reason.
- Information is stored on personal computers by the Kesho UK Board and on organisational computers in Kesho Kenya in excel or word documents. Kesho UK and Kesho Kenya each have policies which state that all computers must be password protected and kept up to date with appropriate anti-virus or anti-malware software.

- Kesho UK and Kesho Kenya may also store your information on third party services including but not limited to MailChimp and Dropbox for the purposes of improving communication with you for example for sending out surveys, fundraising campaigns or Annual Reports. Where we use such services we will ensure GDPR compliance.
- 100% security of contact information cannot be guaranteed but we endeavour to take all reasonable precautions to protect and secure your contact information.

4. Authorised access to contact information

- Kesho UK Board Members - for donors, sponsors, partners and friends of Kesho UK.
- Kesho Kenya Executive Director and Senior Staff responsible for communication, including but not limited to The Programme Officers, the Data Manager and the Communication Officer – for donors, sponsors, partners and friends of Kesho Kenya.

5. Period of Storage

- If you have agreed to allow Kesho UK to claim gift aid; this data is kept for 8 years as per HMRC requirements.
- Details of financial payments will be kept for as long as is required by law.
- Within 6 months of sponsors/donors ceasing to donate funds to either Kesho UK or to Kesho Kenya we will write to you to ask what your correspondence preferences are. If we don't receive a reply we will stop writing to you. However, we will continue to hold your contact and financial information for up to 1 year after you cease to donate funds to Kesho UK or Kesho Kenya to ensure all information is available to us at the time of our annual financial audit and preparation of our Annual Report to the UK Charities Commission.

6. Your rights

- For contact information prior to 25th May 2018 we are continuing to store that information on the grounds of the legitimate interest that by having contacted Kesho UK or Kesho Kenya for the purpose of volunteering, partnership sponsoring or donating funds to either organisation you have consented to being kept informed about the work the two charities are undertaking.
- You may choose to opt out of our records at any time by contacting keshouk@gmail.com
- For contact information added to our records after 25th May 2018, we will request explicit consent for us to store your information for the purposes listed above.

7. Process to remove and destroy unnecessary contact information

- You may request that Kesho UK and/or Kesho Kenya removes the data we hold on you at any time. Just email us on keshouk@gmail.com. Note, by emailing us you will no longer receive any news on the student/s you are sponsoring.
- You may request at any time to change your communication preferences by emailing us on keshouk@gmail.com

8. Contact

- Do not hesitate to contact Kesho UK regarding any matter relating to this policy. keshoUK@gmail.com