



## SEEKENYA

### DATA PRIVACY NOTICE

#### **Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation 2016/679 (the "GDPR").

#### **Who are we?**

SeeKenya is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

#### **How do we process your personal data?**

SeeKenya complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- Clinic patient records and for ongoing support;
- To administer supporter records;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records;
- To operate SeeKenya's website and deliver the services that individuals have requested;
- To inform individuals of news, events and activities of SeeKenya;
- To process Gift Aid applications;
- As part of our obligation to safeguard children and vulnerable adults using our services and
- To provide administrative support to events, trips and courses individuals have requested to attend.

## **What is the legal basis for processing your personal data?<sup>1</sup>**

### **Article 6 Processing**

- Explicit consent of the data subject so that we can keep you informed about news, events and activities from SeeKenya;
- The data subject has given consent to the processing of his or her personal data for clinics and follow up appointments;
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement;
- Processing is necessary for carrying out the legal obligations in relation to safeguarding children and vulnerable adults;
- Processing is necessary for the legitimate interests of the data controller or a third party (such as management of volunteer teams, maintaining donor records), except where such interests are overridden by the interests, rights or freedoms of the data subject.

### **Article 9 Processing**

- Explicit consent of the data subject (see consent form below);
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
  - the processing relates only to team members, former team members and clinic attendees (or those who have regular contact with it in connection with those purposes); and
  - there is no disclosure to a third party without consent.

### **Sharing your personal data**

Your personal data will be treated as strictly confidential, and will be shared only with third parties involved in further health care such as referrals, the provision of flight bookings and insurance as agreed by the data subject. We will only share your data with third parties outside of SeeKenya with your consent.

### **How long do we keep your personal data?**

We keep your personal data to fulfill the purposes listed above for no longer than reasonably necessary. Data will only be retained for as long you give us consent, for as long as required for the duration and execution of a trip or as long as legally required for financial or safeguarding records. We are legally obligated to hold Gift Aid declaration data for 6 calendar years after the end of the accounting period from the date of the last claim and data relating to safeguarding for 70 years.

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<sup>1</sup> The wording to the GDPR including full details of the processing conditions contained in Article 6 and Article 9 can be found here - <https://gdpr-info.eu/>

## **Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which SeeKenya holds about you;
- The right to request that SeeKenya corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for SeeKenya to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that SeeKenya provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable)
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable)
- The right to lodge a complaint with the Information Commissioners Office.

## **Further processing**

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

## **Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact the Data Protection Contact for SeeKenya:

Charlie Olive

charlie.olive@tkc.org.uk

01444 244215

The King's Centre, 33-35 Victoria Road, Burgess Hill, RH15 9LR

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

RETURN THIS COPY TO SEEKENYA, THE KING'S CENTRE, 33-35 VICTORIA ROAD, BURGESS HILL, RH15 9LR

**Consent**

By signing this form you are confirming that you have read this Data Protection Notice and that you are consenting to SeeKenya holding and processing your personal data for the following purposes (please tick the boxes where you are happy to grant consent): -

Name:.....

Address.....

Landline Telephone.....

Mobile Telephone.....

Email address.....

To keep you informed about news, events, activities and services;

By email  by text  by post  by phone

You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent we will not be able to use your personal data except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm.

If you do grant consent, please note you can withdraw your consent to the above purposes at any time by contacting Charlie Olive (see contact details in above Privacy Notice). Please note that all processing of your personal data will cease once you have withdrawn consent but this will not affect any personal data that has already been processed prior to this point.

.....SIGNED

.....DATED

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