



## **Kids Club Kampala Privacy Policy**

### **Contents**

How we collect your data .....	1
How we use your data.....	1
Postal address .....	1
Telephone number .....	2
Email address .....	2
Third parties .....	3
Research.....	3
How we store your information.....	3
Where we access your data from.....	3
Your rights.....	4

### **How we collect your data**

We collect your data in a number of ways: when you make a donation(s), join our mailing list, volunteer with us in the UK or in Uganda, or when you use the contact form on our website to get in touch with us. We use cookies on our website browser which do not collect personal data but rather collect information which helps us assess how the website is used and how it can be improved. Kids Club Kampala doesn't collect any personal information from a minor without the consent of their parent. Your details are kept safely on our secure database.

We subscribe to the best fundraising practice guidelines provided by the Chartered Institute of Fundraising (CIOF) and The Fundraising Regulator. Kids Club Kampala fully subscribes to The Data Protection Act (1998), The E-communications Act (2003), The Charities Act (2016), and the General Data Protection Regulation (GDPR) The Data Protection Act (2018).

We will never intentionally misuse or allow others to misuse any personal data it collects or holds.

### **How we use your data**

#### **Postal address**



We use your postal address to thank you for your donation(s) where we don't have an email address or you unsubscribed from our email communications.

### **Telephone number**

We use your telephone number to provide information, including fundraising and marketing if we have consent from you to do so. We will not contact you by telephone if you are registered on the Telephone Preferential Service (TPS) unless we have a specific opt-in from you for us to contact you by telephone or the call is of administrative nature. We will not use your number to send SMS.

### **Email address**

We only send you emails if you have given us your consent. Different types of emails that we send which you can choose to consent to or not include our monthly newsletter, information about your donation and information about marketing, events and fundraising. You can unsubscribe to our emails at any time, or choose to receive different types of communications by changing your email preferences. You can update your email preferences by using the 'unsubscribe' link at the bottom of all our email or can also let us know your email preferences by getting in touch with us at [info@kidsclubkampala.org](mailto:info@kidsclubkampala.org).

We use your data in a number of ways, including:

- To deal with your enquiries and requests.
- To process and acknowledge your donations.
- To keep a record of your engagement with us.
- To send you marketing information about our projects, fundraising activities and appeals where we have your consent or are otherwise allowed to.
- To fulfil contractual obligations entered into with supporters (e.g. online purchases).
- To contact you about your support (e.g. regular giving).
- To understand how we can improve our services and information.
- To analyse our fundraising and marketing activities.
- For administrative purposes, e.g. to contact you regarding an event you registered for or with a query regarding a donation you may have made to us.
- To analyse the personal information we collect and use publicly available information to better understand your interests and level of potential donations so that we can contact you in the most appropriate way and to ensure that we do not send you unwanted communications.
- To contact you where you have been identified as the contact for an organisation, such as a school (if we obtain your contact details in this way, we



will only use them to contact you in your capacity as a representative of that organisation).

- Where it is required or authorised by a regulator or law enforcement or in order to enforce or apply our rights (including in relation to our website or other applicable terms and conditions) or to protect KCK, for example in cases of suspected fraud or defamation, or in order to comply with any other applicable legal obligation.

## **Third parties**

Kids Club Kampala will never sell, trade or rent your personal contact details to any organisation. We sometimes use third-party financial institutions to process our donations. They receive the card number and other personal information only to verify and process transactions securely. We do not allow for any third parties to sell, trade or rent this data or use it for anything other than what they are contracted to do, or store the data over a long-term period.

## **Research**

We carry out research using publicly available information and expressed interests which allows our fundraising team to communicate with supporters in an individual and tailored way relating to their interests. This allows us to reduce the amount of unwanted or irrelevant communications sent to our donors.

## **How we store your information**

Kids Club Kampala stores all information relating to individuals in a secure online cloud or on our secure online database. No personal information is stored on staff computers or external hard drives unless necessary. When this is required additional password protection is used to protect this information.

## **Where we access your data from**

Kids Club Kampala has offices in the UK and Republic of Ireland. Your data is accessed for the purposes of communicating with you from these locations. On occasion your information may be accessed by Kids Club Kampala UK and Ireland staff whilst outside of the EEA. The EEA comprises of the EU states plus Norway, Iceland and Liechtenstein. Areas outside the EEA may not have similar protections in place regarding your data. However, any use of your data outside of the EEA will be subject to Kids Club Kampala imposing appropriate safeguards. By submitting your information you are providing your consent to these transfers of your data.



## Your rights

If you do wish to exercise any of your rights, as listed below;

- Access to your personal information;
- Objection to processing of your personal information;
- Objection to automated decision-making and profiling;
- Restriction of processing of your personal information;
- Your personal data portability;
- Rectification of your personal information; and
- Erasure of your personal information

If you make a request relating to any of your rights listed above, we will consider each request in accordance with all applicable data protection laws and regulations. No administration fee will be charged for considering and/or complying with such a request unless the request is deemed to be excessive in nature.

Upon successful verification of your identity you are entitled to obtain the following information about your own personal information:

- The purposes of the collection, processing, use and storage of your personal data. The source(s) of the personal information, if it was not obtained from you.
- The categories of personal data stored about you.
- The recipients or categories of recipients to whom your personal data has been or may be transmitted, along with the location of those recipients.
- The envisaged period of storage for your personal data or the rationale for determining the storage period.
- The use of any automated decision-making and/or profiling.

You can make the above request by emailing us at [info@kidsclubkampala.org](mailto:info@kidsclubkampala.org).

For more information about Data Protection and Data Privacy, please refer to Kids Club Kampala's Data Protection Policy.