

KNAPP FOUNDATION
Charity Registration Number 1200294

Privacy Policy

Introduction

1. The Knapp Foundation respects the privacy of every person who visits or subscribes to our events, website and online publications, and is committed to protecting their personal information. This privacy policy outlines the personal data the Foundation may collect and how it may process that data, and explains your rights to control that data. It is reviewed every three years or when there has been a change in legislation.

Responsibility for your data

2. The Knapp Foundation is subject to the General Data Protection Regulation and the Data Protection Act 2018. It is registered with the Information Commissioner's Office as a Data Controller with the reference ZB391497.

3. This Privacy Policy outlines why the Foundation may collect personal data, how that data is used, how they are protected, and the rights of those whose data are held.

Why we collect data

4. The Foundation collects, stores and processed personal data for the following purposes:

1. Management of enquiries to the Foundation about our activities and services.
2. Provision of services to our beneficiaries.
3. Effective management of our relationships with staff, volunteers and our other collaborators.
4. Effective communication with potential and actual beneficiaries of our services.
5. Processing the personal data associated with enquiries associated with our programme of activities. We will only collect the data to provide an effective service, to improve those services, and to meet our responsibilities to our beneficiaries.

What personal data do we collect?

5. We collect the following data:

- **Attendees at our workshops and events:** we collect personal data such as name, contact details, job title, organisation for the purposes of fulfilling our charitable objects.

- **Responding to inquiries:** we collect personal data such as your name, organisation and email address in order to reply to your query. This information may be used in conjunction with information we hold regarding services that you have signed up for, to ensure a helpful response. If you contact us via telephone, we will only use telephone recordings for training and statistics purposes internally to monitor our services. Our recording retention period is 365 days. If you would prefer not to be recorded, please let us know.
- **Public forums, message boards and blogs:** Our site uses message boards on blogs and users can participate in these facilities. Any information that is disclosed in these areas becomes public information and you should always be careful when deciding to disclose your personal information.

Our legal process for processing personal data

6. Under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, organisations are required to have a legal basis for processing personal data. The legal bases we use for processing data are:

- for the purposes of fulfilling our charitable objects and providing our services.
- for the purposes of fulfilling our obligations to funders.
- For consent, when people opt into our mailing lists.

How long do we keep data?

7. Personal data that you have submitted as part of an enquiry to us is archived after one calendar year.

Your rights

8. Under the GDPR and the Data Protection Act 2018, you have the following rights:

- **Right to be informed.** This Policy provides you with information about how your data is processed.
- **Right to object to the processing that is likely to cause you damage or distress.** Where you challenge the accuracy or lawful processing of your information, we will consider this.
- **Right to receive an electronic copy of any information you have consented to our holding.** You can ask us to provide you with the personal data about you we hold, securely and in a machine-readable format, so it can be moved, copied or transferred to be used across different services or for you to give to another organisation. This is called a subject access request and we will need to verify your identity before giving such information.
- **Right to object.** We will ensure that we have the right consents in place for sending you information. You can unsubscribe from our mailings and

remove your details at any time. If you wish to stop receiving communications from us, please let us know.)

- **Rights related to automated decision making.** If there is additional profiling based on the information we hold, then you can object to us making decisions about you based on such processing.

9. You can make a request at any point by email. We will respond to a request within one month of receipt. However, where a request is received to erase data, we may not be able to delete all data (for example where data is linked to financial transactions that must be kept for a set period of time under financial regulations).

Data storage and transfers

10. Your personal data is stored on servers in the European Economic Area (EEA). If we share your personal data with any third-party service provider in the course of providing you with our services, those third parties are required to process your data in accordance with contracts which comply with current European data-protection legislation.

Transfers

11. We may disclose your personal data to other third parties, including, without limitation, professional advisers, or governmental or State institutions or regulatory authorities, where necessary in order to exercise or defend legal rights or where required by law.

Confidentiality and security of your personal data

12. We are committed to keeping the data you provide us secure and will take reasonable precautions to protect your personal data from loss, misuse or alteration. The transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features described above to try to prevent unauthorised access. We have implemented information security policies, rules and technical measures to protect the personal data that we have under our control from:

- unauthorised access
- improper use or disclosure
- unauthorised modification
- unlawful destruction or accidental loss

13. All our employees, contractors and data processors (i.e. those who process your personal data on our behalf, for the purposes listed above), who have access to, and are associated with the processing of your personal data, are obliged to keep the information confidential and not use it for any other purpose than to carry out the services they are performing for us in line with the standards set out in the GDPR.

14. We will share data with the appropriate authorities (e.g. police, law enforcement agencies and other parties) where we have a legal obligation. For example, for the detection and prevention of fraud, or where data is required in relation to a criminal offence.

Adopted by a meeting of the Trustees on 1st February 2023