



Kennett Community Land Trust Privacy Notice

Kennett Community Land Trust (KCLT) is committed to protecting the privacy of our users and customers. This privacy notice is intended to inform you on how we gather, define and use your information. All your personal information will be held and used in accordance with the General Data Protection Regulation (GDPR).

We commit to:

- Only keep your data to provide services and do what the law says we must
- Keep your records safe and accurate
- Only keep your data as long as we have to
- Collect, store and use your data in a way that does not break any data protection laws

Things you can do to help us:

- Tell us when any of your details change
- Tell us if any of the information we hold on you is wrong

When you use this website you are agreeing to this statement and any additional privacy statements on individual pages within the website.

We regard the lawful and correct treatment of personal data as vital to maintaining the confidence of the many people we deal with. Data protection law says that we are allowed to use personal information only if we have a proper reason to do so. This includes sharing it outside the KCLT. The law says we must have one or more of these reasons – a lawful basis to process:

- When you consent to it, or
- To fulfil a contract we have with you, or
- When it is our legal duty, or
- Fulfilling a vital interest on behalf of the data subject, or
- Fulfilling a public task, or
- When it is in our legitimate interest

Any personal information you give us will only be used in accordance with principles found in the General Data Protection Regulations. For more information about the General Data Protection Regulations visit: www.ico.org.uk

What information will we collect about you?

By being a member of the KCLT we ask for a very simple amount of information; your name, home address, e-mail address and in some cases a telephone number (where the member has no e-

mail). More detailed information is required if you apply for a CLT property but we will only collect the information we require from you in relation to the application.

How we use your information

We then use your personal information to deliver services, fulfil an obligation or answer queries you have. Only those authorised to process your data can access your data. We ensure that only those people who need the data to perform their tasks, have access to it. All Trustees understand data protection and what is needed to keep your data secure.

What if I choose not to give personal information?

We will need to collect personal information under the terms of the shareholders agreement we have with you or in relation to an application for a CLT property. If you choose not to give us this personal information, it may delay or prevent us from meeting our obligations. It may also mean we cannot perform services or give assistance to you. Any data collection that is optional would be made clear at the point of collection.

Your rights relating to your information

- The right to be informed – this is the information given to you in a privacy notice
- The right of access – you can see the personal information we hold about you
- The right to rectification – if you feel your information is incorrect you can ask for it to be corrected
- The right to erase – there are some circumstances when you can ask for your personal information to be erased
- The right to restrict processing – there are some circumstances when you can ask for the processing of your personal information to be restricted
- The right to data portability – you may request to acquire and reuse your personal information for your own purposes
- The right to object – you can object to processing if you feel your personal information is not being used for the purposes that you gave it to us for
- Rights in relation to automated decision making and profiling – you have the right to know if your personal information is used in an automated process which could result in an unfavourable decision against you.

The legal basis for processing your information

We process your information as is necessary for the performance of a task and fulfilment of the services we offer. In certain circumstances the processing of your information will be necessary for compliance with a legal obligation or for the performance of a contract.

How we share your information

Information held by the KCLT is solely used for providing services to shareholders or CLT property applicants and is not made available to any other party other than for the purpose of protecting funds, preventing or detecting crime and checking the accuracy of information.

How long we hold your information

We keep your information for as long as required according to the retention policy of specific uses. This may vary according to National Law. All of your data is stored within the European Union (EU).

Your right to access your information

In regards to all of the above you can request access to information that we hold about you. This is called a Data Subject Access Request; you will need to request this information in writing. We must respond to you within one calendar month (however if we feel the request is complex we may ask for an extension of this period).

If the information we provide is incorrect you must write to us and tell us what information is incorrect and ask that it be corrected. If we do not agree that the information is incorrect you may ask us to record your disagreement.

Where can I find more information about my rights?

The Government has set out a number of data protection principles and rights for you that we must follow when using your personal data. These principles and rights are detailed in the General Data Protection Regulations can be found on the ICO website; www.ico.org.uk.

Complaints

If you wish to complain about the way in which your request has been processed then please get in contact with us directly. If you are still unhappy with the decision, you have a right of appeal to the [ICO](#)

Other legal requirements in regards to personal information

The information you give when you complete and return a form electronically or on paper will be held in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Cookies

A Cookie is a small data text file that is placed in your Browser for customisation purposes. Cookies may also be used by third party content providers such as newsfeeds. KCLT does not use Cookies to collect personal information.

Links

This site may contain links to other sites. Please be aware that we are not responsible for the privacy practices of these sites. We encourage our users to be aware when they leave this site and to read the privacy statements applicable on those sites. This privacy policy does not apply to information collected on third parties' sites.

Contacting Kennett Community Land Trust

If you have any questions or comments about this Privacy Notice or our Cookies policy please contact: Kennett Community Land Trust, c/o The Secretary, 66 Station Road, Kennett, CB8 7QF (email: Frank Danks at cachalot06@yahoo.co.uk)

Changes to this policy

Our Privacy Notice may change from time to time. The amended version will be published on our website and any significant changes will be communicated to supporters either on the website or directly. This will replace any previous Privacy Notice wording and all conditions and terms of use will be in force from the date of publication.