



Effective date: 7 July 2019

Kids in Need of Education (“**KINOE**”, “**we**”, “**us**” or “**our**”) respects your privacy and is committed to protecting your personal data. This privacy policy tells you how we collect and look after your personal data when you interact with our organisation. This can be through partnering with us, visiting our website, attending our events or otherwise. This privacy policy also explains your privacy rights and how the law protects you.

KINOE is a registered charity in England & Wales with charity number 1058290, and is the controller of your personal data.

1. Personal data that we process

We collect the following personal data about you:

- **Identity data**, such as your title, full name, date of birth.
- **Contact data**, such as your telephone number, address and email address.
- **Financial data**, such as your bank account details, payment card details, and documentation verifying your account.
- **Transaction data**, such as the amount of a particular donation and of total donations made by you.
- **Marketing and communications data**, such as your preferences in receiving marketing from us, and your communication preferences.
- **Usage data**, such as information about how you use our website.
- **Project data** if you are supported by our funding, either as a student or a teaching fellow, such as the reason that support is required, photographs of you, attendance records, academic results, and social or community achievements.

Wherever possible we use aggregated or anonymous information that does not identify individuals by name.

2. How we collect your personal data

We collect personal data about you when you submit it to us in the following ways:

- Where you sign up to our mailing list or submit an enquiry through our website, by email, or otherwise.
- Where you make a donation to us.
- Where you register to attend one of our events.
- Where you participate in one of our fundraising activities.
- Where you are one of our partner organisations, and we deliver services or funding to you.

- Where you are a beneficiary of our services or funding, and our partner organisation provides us with your personal data.
- Where you visit and interact with our website.

3. Purpose for processing

We collect and process any personal data you provide us with to enable us to meet our legal requirements as a registered charity with:

- the Charity Commission of England and Wales, and
- HM Revenue & Customs (“HMRC”) for Gift Aid claims and tax reporting.

We also collect and process any personal data you provide us with in order to comply with other laws or regulations and for the purposes of our legitimate interests, including:

- To enable us to promote our charitable purpose.
- To enable us to send our newsletter or other marketing to you, if you have requested that we do so by signing up to our mailing list;
- To process donations, provide you with confirmation of receipt of your donation, and claim Gift Aid where you provide us with permission to do so;
- To enable us to respond to any enquiry that you submit;
- To register your interest and attendance at any of our events, and to enable us to provide you with information about an event you have registered to attend;
- To enable us to conduct fundraising activities and deliver prizes to any winning participants;
- To enable us to deliver services and funding to our partner organisations;
- To enable us to monitor the beneficiaries of our services or funding; and
- To enable the functionality of our website.

4. Who may access your personal data

We want to be clear that we will not sell your personal data.

We disclose your personal data to our service providers that we engage to provide services for us. Examples of our service providers include our website provider and email provider. We also disclose your personal data to our third party fundraising partners or venues, where you participate in our fundraising activities. Where we provide your personal data to a third party, they must:

- keep your personal data confidential and secure, and
- only use your personal data as instructed by us.

We also disclose your personal data where required:

- to respond to authorised requests from government authorities; or
- by law, including to HMRC for Gift Aid claims.

5. International transfers

We do not intend to transfer your personal data outside the European Economic Area (“**EEA**”), other than where you have consented to us doing so. However, your personal data may be processed by our service providers operating outside of the EEA. Where your personal data is transferred out of the EEA, we will ensure that all transfers are compliant with applicable data protection laws. Please contact us if you want more information about how we protect any of your personal data that is transferred outside of the EEA.

6. How long we keep your data

We take the principles of data minimisation and removal seriously. We have internal policies in place to ensure that we only ever ask for the minimum amount of data we need to achieve our purposes.

To determine the appropriate retention period for personal data, we consider the amount, nature and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, and whether we can achieve those purposes through other means, and the applicable legal requirements.

7. Rights you have over your data

If you wish to opt-out and stop receiving our newsletter, you can do so by clicking the ‘unsubscribe’ button at the bottom of every email we send.

You may have the right to request access to your personal data, to have it rectified or erased, to object to its processing or to have access to it restricted. You may also have the right to receive a copy of your personal data in a machine-readable format, the right not to be subject to any decision that significantly affects you being taken solely by automated processing, including profiling. You also have the right to lodge a complaint with your local supervisory authority.

A full summary of your legal rights over your data can be found on the Information Commissioner’s website here: <https://ico.org.uk/>.

If you would like to exercise your rights, please get in touch with us at info@kinoe.org. We will process any request in line with applicable data protection laws and our policies and procedures. We may need to request specific information from you to help us confirm your identity.

8. Cookies

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently.

We use cookies for functionality purposes only. Functionality cookies are necessary for our website to operate and allow us to remember what choices you make and provide enhanced, more personal features. The information these cookies collect may be anonymised and they cannot track your browsing activity on other websites.

9. Changes or modifications

We may modify this privacy policy from time to time. Please check the effective date set out at the top of this privacy policy to ensure you are reading the most current version. If a modification meaningfully reduces your rights, we will notify people whose personal data we hold and that are affected.

10. Contact us

If you have any comments or questions about this privacy policy, feel free to contact us at info@kinoe.org, or:

KINOE
2 Laurier Road
London
NW5 1SG