

Kusuma Trust UK Information Privacy Policy

This policy is intended to inform how and why Kusuma Trust UK uses personal information from partners, research findings and members of the public. When we refer to “we”, “our” or “us” in this policy we are referring to Kusuma Trust UK.

We are committed to protecting the privacy of individuals who work with us or have an interest in our work. This policy applies to all information collected by us, or provided by you whether this is via email, an online form, or in any other way (such as over the telephone).

Who are we?

We are a philanthropic family run organisation that operates in the UK, India and Gibraltar to transform the lives of young people and local communities. We are a charitable company with charity registration number 1126983 and registered company number 6753811, and the registered address of 5th Floor, 55 New Oxford Street, London, WC1A 1BS, United Kingdom.

What information do we collect about you?

We may collect personal information that you voluntarily provide to us if you fill out a contact or subscription form on our website, send us an email, contact us in writing, via telephone or interact with us on social media. This information may include your contact details including name, address, email address and telephone number. Website usage information may be collected on how users use our website using cookies. If you correspond with us via email we may retain the content of your email along with your email address and our responses.

We only use your personal data if we are satisfied that it is lawful and fair to do so because:

- You have given your consent to us using your information
- It is necessary to enter into, or perform, a contract with you

How we use your information

To the extent permissible under applicable law, we may use your information to:

- Provide information and services that you have opted to receive
- Manage and administer applications and funding requests
- Manage our relationship with you (for example, grant and programmatic services and support)
- Provide you with any information that we are required to send you to comply with regulatory or legal obligations
- Detect, prevent, investigate or remediate, crime, illegal or prohibited activities or to otherwise protect our legal rights (including liaison with regulators and law enforcement agencies for these purposes)
- To monitor, carry out statistical analysis and benchmarking, provided that in such circumstances it is on an aggregated basis which will not be linked back to any individual

Sharing your information

We will never sell your personal data or share it with third parties who might use it for their own purposes other than:

- Where you have given us consent to share the information
- If we are under a legal or regulatory duty to disclose or share your personal information (for example, if we are required to do so by a court order or for the purpose of prevention of fraud or other crime)
- In order to enforce any terms and conditions or agreements between us

As explained above we will never sell your information but there may be cases when we need to share information. We may share results of our research or statistics about users of our website so that others can understand what we do and we can improve our services. This will never contain information that identifies any individuals. If we have a structural reorganisation or merge with another company we may transfer any personal information we hold about you to the new entity.

Marketing

We will only send communications by email or other electronic means with your prior consent. If you have given consent to receive email and/or postal updates from us, we will add your personal information (normally only your name, address and email address) to a distribution list.

Where do we store personal information?

All information that you provide to us is securely stored on secure password protected servers situated within the European Union.

What rights do you have under data protection legislation?

You have a right to request the information that we hold about you. If you would like a copy of some or all of your personal information, please email, write or phone us using the contact details at the end of this policy. We want to make sure that your information is up to date and accurate. You may ask us to correct information that you think is inaccurate or to remove any personal information from our files and systems where there is no good reason for us to continue to hold the information.

If you have given us consent to process your personal information (for example to receive news updates about our work) you have the right to withdraw this consent at any time by contacting us using the contact details at the end of this policy. Once we have received this notification from you we will dispose of your data securely.

Cookies

Cookies that we use on our website collect information on how visitors use our website, for instance which functionality visitors use more often, and if they get error messages from pages on our website, applications or services. These cookies do not collect information that identifies individual visitors or users. All information these cookies collect is aggregated and therefore anonymous. We only use these cookies to improve how our website functions and works.

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity. For further information visit www.allaboutcookies.org. You can set your browser not to accept cookies and the above website tells you how to remove cookies from your browser. In some cases some website features may not function as a result.

Other websites

Our website contains links to other websites. If you follow a link from our website, this privacy policy will no longer apply. We are not responsible for the information handling practices of third party sites or services and we would encourage you to review their own privacy policies.

Social Media

If you contact us via any form of social media, we may share this with Kusuma Trust personnel (for example, in order to respond to a specific query or to pass on information). We will not share any private messages with other organisations without prior consent.

Queries and Complaints

If you contact us with a query or complaint about our work, we will use the personal information you provide to us (for example, your name and name(s) of any other individuals involved) in order to process your query or complaint and respond to you. If necessary to rectify the query or complaint we will share this information with third parties such as solicitors or lawyers.

Changes to our privacy policy

We will keep our privacy policy under regular review. However, this will not reduce your rights under this version of the privacy policy. This version was last updated on 18 May 2018. We will conduct regular information audits and record the findings of these and the actions required to ensure we comply with GDPR guidelines. Each individual staff member and Trustee has a responsibility to regularly review information they hold and be accountable for the data they hold.

How to contact us

Please contact us should you have any queries or questions about our privacy policy or the information that we hold about you:

Email - info@kusumatrust.org

Phone - +44 (0)20 7420 0650

By Post - Kusuma Trust UK, 5th Floor, 55 New Oxford Street, London, WC1A 1BS

We will try our best to work with you to resolve any issues you may have and aim to answer any questions raised by you as soon as possible. You can also contact the Information Commissioner's Office for further information about General Data Protection Regulation at www.ico.org.uk.