

## **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.

The Trust is 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 Employees whether via email, an online form or in any other way (such as over the telephone).

### **Who are we?**

The Kusuma Trust is 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 5<sup>th</sup> Floor, 55 New Oxford Street, London, WC1A 1BS, United Kingdom.

### **What information do we collect?**

We may collect personal information that is voluntarily provided to us if a contact or subscription form is completed on our website, send us an email, contact us in writing or 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. The content of any email sent to us along with the email address and our responses, may be retained.

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

- Consent has been given to our using your information
- It is necessary to enter into, or perform, a contract

### **How we use information?**

To the extent that it is permissible under applicable law, we may use information to:

- Provide information and services that have been opted to receive
- Manage and administer applications and funding requests
- Manage our relationships (for example, grant and programmatic services and support)
- Provide information that we are required to send 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)
- 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 personal data or share it with third parties who might use it for their own purposes other than:

- Where consent has been given to share the information
- If we are under a legal or regulatory duty to disclose or share 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

Although we will never sell information, 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 to the new entity.

## **Marketing**

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

## **Where do we store personal information?**

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

## **What rights are there under data protection legislation?**

All interested parties have a right to request the information that we hold about them. If interested parties would like a copy of some or all of the personal information held by the Trust, please email, write to or phone us using the contact details at the end of this policy. We want to make sure that information is up to date and accurate. Personal information may be corrected or removed from our files and systems where there is no good reason for us to continue to hold it.

If consent has been given to process personal information (for example to receive news updates about our work) this consent can be withdrawn at any time by contacting us using the contact details at the end of this policy. Once we have received this notification, the data will be disposed of 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](http://www.allaboutcookies.org). You can set your browser not to accept cookies and the above website explains how to remove cookies from a browser. In some cases some website features may not function as a result.

## **Other websites**

Our website contains links to other websites but in following these links, 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 their own privacy policies to be reviewed..

## **Social Media**

Contact via any form of social media may be shared 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**

Queries or complaints about our work will necessitate the use of the personal information provided to us (for example, name and name(s) of any other individuals involved) in order to process a query or complaint and to respond. 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, any rights under this version of the privacy policy will not be reduced. 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**

Any queries or questions about our privacy policy or the information that we hold about you should be directed to:

Email – [info@kusumatrust.org](mailto:info@kusumatrust.org)

Phone - +44 (0)20 7420 0650

By Post – Kusuma Trust UK, 5<sup>th</sup> Floor, 55 New Oxford Street, London, WC1A 1BS

We will try our best to resolve any issues raised and aim to answer any questions as soon as possible. The Information Commissioners Office can be contacted for further information about General Data Protection Regulation at [www.ico.org.uk](http://www.ico.org.uk).

*October 2023*