

DATA PRIVACY STATEMENT

KWAKWADUAM FEKUW (UK)

TERMS AND DEFINITIONS -

Personal Data:

Personal data by definition is any information relating to an identified or identifiable natural person (Data subject) in this case you as a registered member of Kwakwadum Fekuw (UK). During your registration as a member, we will collect the following personal details on you –

- Name
- Date of Birth
- Postal Address
- Telephone – (Home and Mobile) Numbers
- Email Address

Data Controller:

In the context of data protection and privacy laws, a data controller is defined as the individual or legal entity that determines the purposes for which and the means by which personal data is processed.

This role carries significant responsibilities under the General Data Protection Regulation (**GDPR**) and therefore rests with the oversight of the Trustees of Kwakwadum Fekuw (UK), herein referred to as **the Fekuw**

PROCESSING OF YOUR PERSONAL DATA:

The Trustees of the Fekuw ensure that your personal data is up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

1. Why do we use your personal data?	We utilize personal data for the following reasons: – <ul style="list-style-type: none">• To manage membership records;• To ensure that financial accounts and records are precise and current, including managing Gift aid processing to meet regulatory standards.• To disseminate news and details regarding events, activities, which are held by the Fekuw;• To raise funds and advocate for the Fekuw's interests;• To provide the Charity Commission of England and Wales with contact details of trustees with specific duties.
2. What is the legal justification for processing your personal data?	Processing is conducted by a nonprofit organization with a political, philosophical, religious, or trade union purpose, under the conditions that: <ul style="list-style-type: none">• The processing pertains exclusively to members, former members, Or individuals who have regular interactions with the organization in relation to these purposes.

	<ul style="list-style-type: none"> • There is no sharing of the data with a third party without consent; Or Processing is essential for fulfilling responsibilities under employment, social security, or social protection law, Or a collective agreement; • Or The data subject has explicitly consented to the processing. 						
3. How do we process your personal data?	<p>The Trustees of Kwakwaduam Fekuw UK complies with its obligations under GDPR</p> <ul style="list-style-type: none"> • By keeping personal data up to date; • By storing and destroying it securely; • By not collecting or retaining excessive amounts of data; • By protecting personal data from loss, misuse, unauthorised access and disclosure and • By ensuring that appropriate technical measures are in place to protect personal data. <p>We use personal data for the following purposes: -</p> <ul style="list-style-type: none"> • To administer membership records; • To maintain our financial accounts and records (including the processing of Gift aid); • To provide news and information about events, activities and services of the Fekuw; • To fundraise and promote the interests of the Fekuw; • To provide contact details of Trustees to the Charity Commission of England and Wales. 						
4. What is the legal basis for processing your personal data?	<p>If the legitimate interests of the Fekuw in processing the information outweigh those of the individual in not doing so; or</p> <p>Processing is necessary in relation to a contract which the individual has entered into or because an individual has asked for something to be done so that they can enter into a contract; or</p> <p>Processing is necessary because of a legal obligation (other than a contractual obligation) that applies to Kwakwaduam Fekuw UK; or</p> <p>Explicit consent of the data subject has been given.</p>						
5. Sharing personal data:	<p>Your personal data will be treated as strictly confidential and will only be shared with other members of the Fekuw in order to carry out a service. We will only share your data with third parties (i.e. people and organisations outside Kwakwaduam Fekuw (UK) in the limited circumstances where this is necessary for one of the purposes set out in paragraph 3 above and where we have obtained your consent.</p>						
6. How long do we keep data?	<p>We retain data on the following basis:</p> <table border="1"> <thead> <tr> <th>Record Type</th><th>Retention Period</th></tr> </thead> <tbody> <tr> <td>Membership Forms</td><td>Indefinitely</td></tr> <tr> <td>Gift aid declarations and paperwork</td><td>6 years after the calendar year to which it relates</td></tr> </tbody> </table>	Record Type	Retention Period	Membership Forms	Indefinitely	Gift aid declarations and paperwork	6 years after the calendar year to which it relates
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	Personal data relating to events for which additional information is gathered e.g. Group outings	Disposed of immediately after the event unless anything has occurred (e.g. an accident) which indicates that records should be retained for a longer period.
	Photographs and videos of events	24 months after the event – selected items retained for historical records
	Safeguarding matters	Indefinitely or until advised otherwise by authorities
	Accident Records	3 years from the date of the last entry.
	Complaints (non - safeguarding)	3 years after resolution of complaint (unless further action is anticipated)
	Minute Records	Indefinitely
7. Your rights and your personal data:	<p>Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -</p> <ul style="list-style-type: none"> • The right to request a copy of the personal data which Kwakwaduam Fekuw UK holds about you (a Subject Access Request or ‘SAR’); • The right to request that the Trustees of Kwakwaduam Fekuw (UK) corrects any personal data if it is found to be inaccurate or out of date; • The right to request your personal data is erased where it is no longer necessary for Kwakwaduam Fekuw (UK) to retain such data; • The right to withdraw your consent to the processing at any time; • The right to request that the data controller provides you with your personal data and where possible, to transmit that data directly to another data controller. • The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing; • The right to object to the processing of personal data; • The right to lodge a complaint with the Information Commissioners Office. 	
8. Further processing:	<p>If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.</p>	
9. Contact Details:	<p>To exercise all relevant rights, queries of complaints please in the first instance, contact the Secretary: Ms Kate Amponsah Osei on 07944667277</p>	

	<p>Or Email: kwakwaduamfekuwwuk@yahoo.com</p> <p>You can contact the Information Commissioners Office on 0303 123 1113 or via email https://ico.org.uk/global/contact-us/email/ or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.</p>
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The Trustees of Kwakwaduam Fekuww UK

Date: 1st June 2014