



The Kerusso Trust – Privacy Notice

1. INTRODUCTION

This privacy notice explains how and why The Kerusso Trust collects and processes your personal information. The Kerusso Trust has always sought to follow best practice, respecting any personal information that you share with us, and keeping it safe. Not only do we seek to fulfil our legal responsibilities, but also our ethical and Christian responsibility to treat personal information you entrust to us with care and respect.

The Kerusso Trust (referred to as “we”, “us” or “our” in this Privacy Notice) is the data controller that is responsible for your personal data. It is very important that the information we hold about you is accurate and up to date. Please let us know if at any time your personal information changes by telephone or by emailing us at info@thekerussotrust.org, or via an Update Preferences link on one of our prayer letters. By providing us with your data, you warrant to us that you are over 13 years of age.

Contact Details

Full name of legal entity:

The Kerusso Trust

Postal address:

43 Kingswood Crescent
Kingswells
Aberdeen AB15 8TE
United Kingdom.

Phone:

+44 1224 360534
+44 7749 919141

Email:

info@thekerussotrust.org

Charity registration:

England & Wales No. 1145560
Scotland No. SC044848

Company Registration:

Company Limited by Guarantee No. SC413002

2. WHY WE COLLECT YOUR PERSONAL DATA

We will only use your personal information for the following purposes:

For your benefit:

- To keep you up to date with news about our work and that of our ministry partners
- To inform you about any sponsorships or programmes that you specifically support
- To make you aware of fundraising needs and volunteering opportunities
- To ensure the welfare of you as a volunteer and those you may serve with
- To enable you to pray meaningfully for us, our partners and those we are supporting
- To support any fundraising activities or events you may hold for us

For our benefit:

- To process donations you have given to us and reclaim Gift Aid, if applicable
- To seek financial and non-financial support, such as volunteering and prayer
- To identify supporters in particular geographical locations
- To keep a record of your relationship with us, such as feedback given, or complaints made
- To help us provide a better service to our partners, both supporters and beneficiaries
- To fulfil the statutory and legal requirements of a registered UK charity

We will only use your personal data for the purpose for which we collected it, or a reasonably compatible purpose. For more information on this, please email us at info@thekerussotrust.org. If we would like to use your details for any unrelated new purpose, we will let you know and explain the legal grounds for processing. We may process your personal data without your knowledge or consent where this is required or permitted by law. We do not perform any automated decision-making or profiling.

3. HOW WE COLLECT YOUR PERSONAL DATA

We may collect personal information face to face, over the phone, by email, through our website (under development), via social media, or from something that you post to us. We may combine your personal information from any of the following sources for the purposes set out in this Privacy Notice:

When You Provide It to Us Directly

We may collect personal information from you when you interact directly with us. For example:

- Make a donation or undertake a sponsorship
- Send or receive an email
- Visit our website or social media pages
- Support our ministry by volunteering with us
- Contact us with an enquiry or a request for prayer
- Register for and attend a training event
- Make a request for resources to share about our work
- Sign up to receive updates on our work including newsletters and prayer diaries
- Through speaking face to face with you

When We Obtain It Indirectly

We may receive data indirectly from third parties. For example:

- Online donation sites such as BT My Donate, CAF and Stewardship based within the EU
- Online donation sites like Facebook Giving based outside the EU
- Providers of other technical, payment or delivery services

4. WHAT PERSONAL INFORMATION WE COLLECT ABOUT YOU

Personal data means any information capable of identifying an individual.

The information we hold will typically include some or all of the following:

- First Name
- Surname
- Email address
- Postal address including Postcode
- Phone number(s)

If you ask to receive information, we may record:

- Permitted communication methods – email, phone and post
- How we first made contact with you
- Details of emails opened and files downloaded

If you make a donation, we may collect:

- Bank details
- Whether you are a UK tax payer
- Gift Aid declaration details
- Any information passed on to us by online donation sites

We do not proactively harvest any personal data and minimize the personal data we store. If we have your personal information, it is because you have expressed an interest in some aspect of our work or made a donation, and have shared it with us.

If you no longer want us to store your information, or have it incorrectly recorded for any reason, you can contact us and we will aim to respond promptly and without question.

5. ON WHAT GROUND WE PROCESS YOUR DATA

Personal Data

Our lawful ground for processing personal contact data, which in this case is to reply to communications sent to us, to keep records of correspondence, develop the charitable work and establish or defend any legal claims, is our legitimate interest.

Our lawful grounds for processing donations and Gift Aid is the performance of a contract between you

and us, and satisfy legal requirements.

Our lawful ground for sending you information about the work of the charity is your consent, which in this case is to update you for interest, prayer, fundraising and practical engagement as volunteers.

Sensitive Personal Data

Sensitive personal data includes, but is not limited to, details about your religious or philosophical beliefs, medical, health, race, or ethnicity data. We will always treat any sensitive data with the greatest care and process the information in accordance with the law. We require your explicit consent for processing sensitive data. We will normally seek this from you at the point that you first provide it to us.

For example, we may need to collect sensitive personal data about you if you apply to serve through us, and especially if you intend to travel as a volunteer overseas through us. We will seek explicit consent for processing this data as part of the application procedure. If you are unable or unwilling to provide this data when requested, we may not be able to proceed with your application.

With your consent, we may collect details about your church affiliation, personal faith or the Christian activities you are involved with in your own church.

We may receive prayer requests from you that could reveal sensitive data. While we will always handle these requests sensitively, by sharing such information you are taking full responsibility for placing it in the public domain.

6. MARKETING COMMUNICATIONS

As a non-profit organisation, our lawful ground of processing your personal data for marketing communications such as newsletters, prayer diaries, financial needs and opportunities to volunteer through The Kerusso Trust is your consent. You can opt out of these at any time.

We will never share your personal data with any third party for their own marketing purposes.

Under the Privacy and Electronic Communications Regulations, if you are a limited company, we may send you marketing emails without your consent. However, you can still opt out these at any time.

You can ask us to stop sending you marketing messages at any time by emailing us at info@thekerussotrust.org at any time, or by clicking the unsubscribe link in the footer of any email.

If you opt out of receiving marketing communications this opt-out does not apply to personal data processing because of other transactions, such as a donation.

7. DISCLOSURES OF YOUR PERSONAL DATA

We will only share your personal data with third party data processors who provide us with IT and administration services such as Cloud and email services; with professional advisers such as lawyers, bankers, independent examiners and insurers; and with Government bodies that require us to report processing activities.

We require all third parties to whom we transfer your data to respect the security of your personal data and to treat it in accordance with the law. We only allow such third parties to process your personal data for specified purposes and in accordance with our instructions. A full list of our data processing partners is available from us.

We will never sell your information to anyone, or disclose it to any other external third party agency.

8. INTERNATIONAL TRANSFERS

To carry out our charitable work overseas, we work with trusted partners outside of the EEA on projects that use shared data. However, we will only transfer personal information to our international partners when this is required for you to apply to join, or participate in, a project. This transfer of personal data may also include sensitive personal data such as medical information and passport details. We will make you aware of the personal data we will need to share, transfer only the minimum personal information necessary, and do so only after we have obtained your consent.

Some of our third party service providers, for example those handling Cloud data storage and email distribution, are based outside the European Economic Area (EEA). Whenever we transfer your personal data out of the EEA, we do our best to ensure a similar degree of security of data by ensuring at least one of the following safeguards is in place:

- We will only transfer your personal data to countries that the European Commission have approved as providing an adequate level of protection for personal data by; or
- Where we use certain service providers, we may use specific contracts or codes of conduct or certification mechanisms approved by the European Commission which give personal data the same protection it has in Europe; or
- If we use US-based providers that are part of EU-US Privacy Shield, we may transfer data to them, as they have equivalent safeguards in place.

If none of the above safeguards is available, we may request your explicit consent to the transfer. You will have the right to withdraw this consent at any time.

9. DATA SECURITY

We have put in place security measures to prevent your personal data from being accidentally lost, used, altered, disclosed, or accessed without authorization.

Our overseas project partners will have access to your personal information only to the extent that they need to know such data. They will process your personal data only on our instructions, for specified purposes, and must keep it confidential.

We have procedures in place to deal with any suspected breach of personal data. We will notify you and any applicable regulator of a breach if we are legally required to.

10. DATA RETENTION

We will only retain your personal data for as long as necessary to fulfil the purposes for which we collected it. We take account of any legal, accounting, tax or reporting requirements, as well as considering what would be reasonable for the activity.

When deciding what is the correct time to keep the data, we look at its amount, nature and sensitivity, potential risk of harm from unauthorized use or disclosure, the processing purposes, and if these can be achieved by other means and legal requirements.

For tax and accounting purposes, the law requires us to keep basic information about our donors (including Contact, Identity, Financial and Transaction Data) for six years after their most recent interaction.

11. YOUR LEGAL RIGHTS

Under data protection laws you have rights in relation to your personal data that include the right to request access, correction, erasure, restriction, to object to processing and (where the lawful ground of processing is consent) to withdraw consent.

You can see more about these rights at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you are not happy with any aspect of how we collect and use your data, you have the right to complain to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We should be grateful if you would contact us first if you do have a complaint so that we can try to resolve it for you.

12. THIRD-PARTY LINKS

Our website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.

13. CHANGES TO THIS NOTICE

We may update this Notice from time to time. We will notify you of significant changes by contacting you directly where reasonably possible for us to do so and by placing an updated notice on our website. This Notice was updated on 23 May 2018.