



Privacy Notice

1. Introduction and who we are

South Kilburn Trust ("SKT", "the Trust", "we") is committed to protecting your personal data and respecting your privacy.

SKT is the **data controller** responsible for the personal data that you provide to us or that we collect as part of our charitable activities, in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

We will never sell your personal data or use it in ways that are incompatible with this Notice.

This Privacy Notice explains how and why we collect, use, store, share and protect personal data when you:

- Visit our website
- Contact us
- Complete a form or enquiry
- Sign up to our newsletter
- Apply for a paid or voluntary role
- Take part in our activities or services

2. The personal data we collect

Depending on how you interact with us, we may collect and process the following categories of personal data:

- **Identity and contact data**
Including name, email address, telephone number and other contact details you choose to provide.
- **Application and enquiry data**
Information provided through forms, job or volunteer applications, or enquiries.
- **Marketing and communications data**
Preferences relating to email communications and newsletters.
- **Website and technical data**
Including IP address, browser type, device information and usage data collected via analytics tools such as Google Analytics, including page response times, pages visited and interaction data.
- **Cookies and similar technologies**
We use essential cookies required for the security and proper functioning of our website (for example, security and anti-fraud measures). Cookies are small pieces of

data stored on your device. More information is available through our cookie information on the website.

3. How we use your personal data and our lawful bases

We only process personal data where we have a lawful basis to do so under UK GDPR. The table below explains how and why we use your data.

Purposes, data and lawful bases

Purpose of processing	Categories of data	Lawful basis
Responding to enquiries and contact requests	Identity and contact data	Legitimate interests (to respond to enquiries and manage relationships)
Managing newsletter subscriptions	Identity and contact data; marketing preferences	Consent
Administering job, trustee or volunteer applications	Application and contact data	Contractual necessity and/or legitimate interests; legal obligation where applicable
Operating and securing our website	Website and technical data; cookies	Legitimate interests (website security and functionality)
Improving our website and services	Website analytics data	Legitimate interests
Complying with legal and regulatory obligations	Relevant personal data	Legal obligation
Security monitoring, crime prevention, safeguarding staff, investigating incidents and disciplinary matters	CCTV	Legitimate interests

Where we rely on **consent**, you may withdraw that consent at any time (see section 8).

4a. How we collect your data

We collect personal data directly from you when you:

- Complete forms on our website
- Contact us by email or other means
- Apply for a role or sign up for communications

We do not intentionally collect personal data from third-party sources via our website.

4b. CCTV

We use CCTV cameras on our premises to ensure the safety of staff, visitors, and property. The images captured constitute personal data and are processed in accordance with UK GDPR.

The legal basis for processing is our legitimate interest in maintaining security. Footage is retained for 31 days and may be shared with law enforcement if required. Individuals have

the right to access their personal data and can email hello@southkilburntrust.org addressing it to the Data Protection Officer.

5. Marketing communications

We only send marketing communications where you have given **explicit consent**, for example by ticking the box stating:

“I want to keep up with the South Kilburn Trust newsletter.”

You can withdraw your consent at any time by:

- Using the unsubscribe link in our emails, or
- Contacting us at hello@southkilburntrust.org

6. Data sharing and processors

We only share personal data where it is necessary, lawful and proportionate.

Our website is hosted on the **Wix.com** platform, and we may use **Mailchimp** for email communications. These organisations act as **data processors** and process personal data only on our instructions and under appropriate contractual safeguards.

7. International transfers

Some of our processors may process data outside the UK. Where personal data is transferred internationally, we ensure that appropriate safeguards are in place in accordance with UK GDPR, such as adequacy regulations or approved contractual protections.

8. Data retention

We retain personal data **only for as long as necessary** for the purposes for which it was collected, in line with our Data Protection Policy and retention schedules.

- Financial and transactional records are retained for as long as required by law (normally up to six years).
- Other personal data is reviewed regularly and securely deleted or anonymised when it is no longer needed.

You may also request deletion of your data in certain circumstances (see section 9).

9. Your data protection rights

Under data protection law, you have the right to:

- Access your personal data
- Request correction of inaccurate or incomplete data
- Request erasure in certain circumstances
- Restrict or object to processing
- Request data portability (where applicable)
- Withdraw consent where processing is based on consent
- Make a complaint to the Information Commissioner's Office (ICO)

There is no charge for exercising your rights. We will normally respond within one month.

To exercise your rights, contact: **hello@southkilburntrust.org**

10. Automated decision-making

SKT does **not** carry out automated decision-making or profiling that produces legal or similarly significant effects.

11. Data security

We take appropriate technical and organisational measures to protect personal data, including secure systems, access controls and staff training. Everyone who processes personal data on our behalf is required to protect it against unauthorised access, loss or misuse.

12. Complaints and regulatory oversight

If you have concerns about how we use your personal data, you can contact us first at **hello@southkilburntrust.org**.

You also have the right to complain to the UK supervisory authority: **Information Commissioner's Office (ICO)**

Website: www.ico.org.uk

SKT is registered with the ICO under registration number **ZA399543**.

13. Data Protection Officer

SKT has appointed a Data Protection Officer (DPO), who is a permanent employee of the Trust.

The DPO is responsible for monitoring compliance with data protection law and handling data protection concerns or incidents.

Please contact **hello@southkilburntrust.org**, marked for the attention of the **Data Protection Officer**.

14. Further information

This Privacy Notice should be read alongside SKT's **Data Protection and UK GDPR Policy**, which provides more detailed information about governance, security and accountability. A copy is available on request by emailing hello@southkilburntrust.org.

This Privacy Notice was last reviewed and updated by Trustees 29th Sep 2026