**Data Privacy Notice**

Any information you give the KGT Trust will be held securely and processed only in accordance with the rules on data protection. We will not disclose your personal details to anyone unconnected to the KGT Trust unless:

* you have consented to their release; or
* we are legally obliged to disclose them; or
* we regard disclosure as either (a) necessary so that we can properly carry out our

statutory functions or (b) necessary in the public interest.

Information we collect about you

We will use this information:

To enable us to carry out our statutory functions and duties which will include the following actions:

(a) update, consolidate, and improve the accuracy of our records;

(b) undertake crime detection and prevention and law enforcement and assist the third parties specified above to investigate or prevent crime and carry out law enforcement;

(c) data analysis, testing, research, statistical and survey purposes

Information we receive from other sources

We may combine information you give to us and information we collect about you. We may use this information for the purposes set out above (depending on the types of information we receive).

We will ensure that any such disclosure and use is proportionate; considers your right to respect for your private life; and is done fairly and lawfully in accordance with the data protection principles of the Data Protection Act.

Data Retention

If you request removal of your personal information from the KGT Trust (except where the data are held for purposes of legal obligation or public task), or it is identified that retaining the information is no longer justified, your information will be returned/deleted within 20 days.

The Data Protection Act 2018 regulates the use of 'personal data', which is essentially any

information, however stored, about identifiable living individuals. As a 'data controller' under the Act, the Trustees of the KGT Trust must comply with it. Any changes we may make to our privacy statement in the

future will be set out in the replacement version of this form. Please check back frequently to see any updates or changes to our privacy policy.

For more information, including your full rights as a data subject, please see our GDPR Policy at [www.kathleengrahamtrust.org](http://www.kathleengrahamtrust.org) , email: [michelle@kathleengrahamtrust.org](mailto:michelle@kathleengrahamtrust.org)