

# KGV MEMORIAL PLAYING FIELDS

At the heart of the community



January 2022

## Friends of KGV

### Data Protection Policy

This Privacy Policy applies to information we (Friends of KGV Limited) collect about individuals who interact with our organisation. It explains what personal information we collect and how we use it.

We endeavor to protect your privacy in accordance with updated data protection laws. We are registered with the ODPA (the Office of the Data Protection Authority).

If you have any comments or questions about this notice, feel free to contact us at [enquiries@kgv.gg](mailto:enquiries@kgv.gg).

#### 1. PERSONAL DATA THAT WE PROCESS

The following table explains the types of data we collect and the legal basis, under current data protection legislation, on which this data is processed.

Purpose	Data (key elements)	Basis
Employees	Name, email, address, payment information	Contract - it is necessary to process this information in order to provide you with an employment contract and to pay you in accordance with that contract.
Enquiring about our organisation and its work	Name, email, message	Legitimate interests - it is necessary for us to read and store your message so that we can respond in the way that you would expect.
Subscribing to email updates about our work	Name, email	Consent - you have given your active consent.

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Making a donation	Name, email, address	Legitimate interests - this information is necessary for us to fulfil your intention of donating money and your expectation of receiving a confirmation message.
Signing a Hire Agreement	Name, email, mobile number, public liability insurance details (where applicable)	Contract - by signing your Hire Agreement you have entered into a contractual relationship with us as set out in our Terms and Conditions of Hire and Use of Facilities.
Signing up as a member	Name, email	Contract - by paying your membership fees you have entered into a contractual relationship with us as set out in our membership terms and conditions.
Website functionality	Website activity collected through cookies	Legitimate interests - it is necessary for us to store a small amount of information, usually through cookies, to deliver functionality that you would expect, such as remembering the contents of your order before you have fully completed the process.

## 2. HOW WE USE YOUR DATA

We will only use your data in a manner that is appropriate considering the basis on which that data was collected, as set out in the table at the top of this policy.

For example, we may use your personal information to:

- Reply to enquiries you send to us;
- Handle donations or other transactions that you initiate;
- Where you have specifically agreed to this, send you marketing communications by email relating to our work which we think may be of interest to you.

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## 3. COOKIES POLICY

KGV uses cookies on our website. By using the Service, you consent to the use of cookies. Our Cookies Policy explains what cookies are, how we use cookies, how third parties we may partner with may use cookies on the Service, your choices regarding cookies and further information about cookies.

### **What are cookies?**

Cookies are small pieces of text sent by your web browser by a website you visit. A cookie file is stored in your web browser and allows the Service or a third party to recognise you and make your next visit easier and the Service more useful to you. Cookies can be "persistent" or "session" cookies.

### **How KGV uses cookies**

When you use and access the Service, we may place a number of cookies files in your web browser.

We use cookies for the following purposes: to enable certain functions of the Service, to provide analytics, to store your preferences, to enable advertisements delivery, including behavioural advertising.

We use both session and persistent cookies on the Service and we use different types of cookies to run the Service:

Essential cookies. We may use essential cookies to authenticate users and prevent fraudulent use of user accounts.

### **Third party cookies**

In addition to our own cookies, we may also use various third parties cookies to report usage statistics of the Service, deliver advertisements on and through the Service, and so on. For example Google Analytics (which we use) uses cookies.

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## What are your choices regarding cookies

If you'd like to delete cookies or instruct your web browser to delete or refuse cookies, please visit the help pages of your web browser. Please note, however, that if you delete cookies or refuse to accept them, you might not be able to use all of the features we offer, you may not be able to store your preferences, and some of our pages might not display properly.

## Where can you find more information about cookies

You can learn more about cookies and the following third party websites:

AllAboutCookies: <http://www.allaboutcookies.org/>

Network Advertising Initiative: <http://www.networkadvertising.org/>

## 4. WHEN WE SHARE YOUR DATA

We will only pass your data to third parties in the following circumstances:

- You have provided your explicit consent for us to pass data to a named third party;
- We are using a third party purely for the purposes of processing data on our behalf and we have in place a data processing agreement with that third party that fulfils our legal obligations in relation to the use of third party data processors; or
- We are required by law to share your data.

In addition, we will only pass data to third parties outside of the EU where appropriate safeguards are in place as defined by Part X of The Data Protection (Bailiwick of Guernsey) Law, 2017.

## 5. HOW LONG WE KEEP YOUR DATA

We take the principles of data minimisation and removal seriously and have internal policies in place to ensure that we only ever ask for the minimum amount of data for the associated purpose and delete that data promptly once it is no longer required.

Where data is collected on the basis of consent, we will seek renewal of consent at least every three years.

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## 6. RIGHTS YOU HAVE OVER YOUR DATA

You have a range of rights over your data, which include the following:

- Where data processing is based on consent, you may revoke this consent at any time and we will make it as easy as possible for you to do this (for example by putting 'unsubscribe' links at the bottom of all our marketing emails).
- You have the right to ask for rectification and/or deletion of your information.
- You have the right of access to your information.
- You have the right to lodge a complaint with the Information Commissioner if you feel your rights have been infringed.

A full summary of your legal rights over your data can be found on the website of the Office of the Data Protection Authority.

If you would like to access the rights listed above, or any other legal rights you have over your data under current legislation, please get in touch with us.

Please note that relying on some of these rights, such as the right to deleting your data, will make it impossible for us to continue to deliver some services to you. However, where possible we will always try to allow the maximum access to your rights while continuing to deliver as many services to you as possible.

## 7. MODIFICATIONS

We may modify this Privacy Policy from time to time and will publish the most current version on our website. If a modification meaningfully reduces your rights, we'll notify people whose personal data we hold and is affected