**Privacy information about our website.**

We take the privacy of your personal information seriously. Personal information is anything that identifies you. In this link we will explain how and why we use any personal information that is taken from our website, and where to find information about how other websites might collect information if they can be accessed through this site (such as JustGiving)

We do not use cookies through this website and do not collect any information about visitors to the site, for example IP addresses. The only way that we will have access to your personal data will be if you contact us directly via the links on the website. For example, if you make an enquiry through the website by completing one of our contact forms or if you email us by using the email links on the website, this will give us a record of your email address and your name if you supply it.

If you get in touch with us with an enquiry about Family Support, jobs at Kent Autistic Trust, fundraising, or if you make an enquiry about having a service with the Trust then, depending on the nature of your query, we may ask for your permission to keep a record of your contact details and ask you if you are happy to receive communications from us. You will receive a privacy statement relevant to the department that you have been in touch with, and the kind of personal information that they may need to collect from you.

**Other organisations (third parties) that you can access through our website.**
We have hyperlinks on our website to other organisations, and you might choose to access one of these links to help us to fundraise. For example, JustGiving are a company through which people can raise money on behalf of their chosen charity. We are not responsible for the content of these websites, how well a website is working, or how the organisation might use your personal information through their website. These organisations have their own separate responsibility for their website and how they manage your personal information if you visit their website or enter any information on their web forms. They will have their own privacy notices about how they manage your personal information. There are links to their websites where you can access their privacy notices below. Kent Autistic Trust’s website does not control how another website uses cookies. You can check these websites’ privacy policies for more information about their cookies if you are concerned about this. If you have any questions about how these organisations use your personal information, you can get in touch with them using the contact details that they will provide on their website.

* [https://www.justgiving.com](https://www.justgiving.com/info/privacy-policy-versions/privacy-policy-v20)
* [https://www.everyclick.com](https://www.everyclick.com/about-everyclick/privacy-policy)
* [https://www.easyfundraising.org.uk](https://www.easyfundraising.org.uk/privacy/)
* <https://www.paypal.com>

**Information about donations made by you to the Trust.**
If you use your credit or debit card to donate to us through the hyperlink to PayPal, we will only be notified by PayPal of your name, address and email address and the amount you have donated. We will not be given a record of your credit or debit card details. Your card details and validation codes are encrypted by PayPal. They cannot be viewed by anyone but you. For financial auditing purposes we have keep a record of the PayPal payment from you for 6 years. After that we will securely destroy it. We will contact you to thank you for your donation, and we will keep a record that we have done this on our Fundraising data base. We only record your first initial and surname only, the amount that you donated, and that we have sent you a thank you letter. We only keep this very basic information for a year in case of any queries from you (for example if you have not heard from us that we have received your donation, or if you want to find out how it was used), and then we delete it.

You can also make online donations to us through the fundraising platform JustGiving. JustGiving does not provide us with any of your payment card details, only the amount that has been donated. This site does not provide any other personal information such as your name to us unless they have your permission to do so (or where they are required to do so by applicable law). If you have given your permission to pass your details on to us, we will contact you to thank you for your donation. If you do not give your permission to JustGiving to pass on your details, you will be anonymous to us.

If you make a donation to the Trust, you will be asked if you would like to make the donation through ‘Gift Aid’ which enables the Trust to claim an extra 25p for every £1 you donate. If you add Gift Aid to your donation, we will ask you to complete a Gift Aid Declaration Form. This is because in order to claim Gift Aid we need to ask you for your contact details and to confirm that you are a UK tax payer. Legally we will have to keep a record of this form for the purposes of Inland Revenue inspection for 6 years, after which we will destroy it. You can choose to declare on this form that you would like us to claim Gift Aid for every subsequent donation you make to the Trust. If you choose to do this, we will need to keep a record of your Gift Aid Declaration Form indefinitely so that we can carry out your wishes. You can change your preferences at any time.

**Young people using the website and parental permission**

It’s important to us to protect and respect the rights of young people and their personal information. If your child is under 18, we’ll only use your child’s personal information with your consent. This means that, for example, if your child wants to have their name or picture featured on our website, we’ll need a parent/guardian to confirm they are happy for us to do so.

If your child would like to take part in an event, make a donation or get involved with us, we need your permission before giving us their personal information. We will not send communications to young people to get them to donate. We follow the guidance from the Institute of Fundraising on treating donors fairly.

**Data Rights**

* We must only use your personal data in the way that has been agreed with you, and not for any other purpose. You can change your preferences as to how we use your personal data at any time.
* We will retain your personal data only whilst we have your consent to do so, unless there is another legal reason why we have to retain it. If there is another reason we will explain this to you.
* We do not share your personal information with anyone else unless we have your permission. Our website is managed by a company called WebDandy, but they do not have any access to information that might have been sent to us through the website. We have an IT consultancy who may need to access our IT systems to help us with any problems, and this may require additional engineer support from Microsoft to trouble shoot any problems with these systems, however we have a confidentiality and security agreement with both which meets the General Data Protection Regulations.
* We store your personal data electronically at our head office and on a secure ‘Cloud’ service within the EU only. We cannot guarantee the security of your own home computer or the internet, and any online communications are at the user’s own risk.

You have the right to contact us at any time to:

* Ask us to tell you what information we hold about you and where/how this is held, why we hold it, and how long for.
* Ask for us to update your personal data if this is not accurate, and/or your preferences for how you would like the Trust to contact you. We must amend your records with these changes.
* Ask us to restrict or stop using your personal data, for example so that an error can be corrected or whilst your personal information is being updated.
* Withdraw your consent to be contacted by the Trust, and ask us to erase your personal details from our records. If you wish us to erase your personal details from our records, we must do this as soon as possible, unless there is a legal reason why we need to retain certain information which we must explain to you.

**Questions about this notice?**
Contact Jemma Blair on 01643405168 or email jemma@kentautistic.com

If you believe that we have not respected your data protection or privacy rights, you can complain to the UK Information Commissioner’s Officer [www.ico.org.uk](http://www.ico.org.uk/)

We will update this privacy policy to make sure it stays up-to-date and accurate.

This policy was last updated on 25th May 2018 (updated to comply with the General Data Protection Regulations).