

PRIVACY NOTICE

This privacy notice is issued on behalf Korban and when we mention, "We", "Us or "Our" in this privacy notice, we are referring to the Colchester Korban Project, hereafter known as Korban ("We") that is responsible for processing your data.

The Trustees for Korban are the data controllers and are responsible for general data protection matters and complaints arising in respect of day-to-day matters.

We have appointed a data protection lead who is responsible for overseeing questions in relation to this privacy notice,

This privacy notice aims to give you information on how behalf Korban collect and processes your personal data which either you have provided to Us or we have obtained. This notice applies to the personal information We collect about you directly or that We collect from third parties. It sets out:

- what information We collect, and from whom?
- how We use that information.
- who We share your information with.
- how your information is protected.
- your rights in relation to the information We hold about you; and
- how long We keep your information?

Korban is a charitable company limited by guarantee, charity no: 1125617, company no: 06630415.

Our registered office is Bethany Place, St Anne's Vicarage, Compton Road, Colchester, Essex CO4 0BQ.
Phone: 01206 869533

Queries related to Data Protection should be directed to the Data Protection Lead (see the section "How to Contact Us")

What Data Do We Collect?

We collect personal information you give Us when you:

- Contact details such as name, address, email address, and phone numbers
- Date of birth
- Gender
- Apply to be a Resident
- Information you provide when you correspond with Us
- Financial information that you provide to Us

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- Donation by completion of a Standing Order Forms, via our website or by electronic means including Gift Aid Forms
- Use our products, services and website
- Provide a testimonial or a review on Our website
- Communicate with or contact Us
- Interact with Us on social media platforms
- Sign up to one of Our newsletters or other communications
- Request a call back through Our websites
- Otherwise interact with Us or provide information to a third party to be referred to Us
- Third-party sources: This will include information about you that is shared with us by our third-party partners
- Provide your contact details, in writing or orally, to Our staff or volunteers
- CCTV

Where We request information from you, this will be explained in the relevant forms or pages, or over the telephone. You may choose to provide additional information when you interact with Us or to a third party who refers you to Us. We store customer feedback and information on our customer databases.

We will collect data you give us when applying for a job or volunteering with the Us, this may include:

- your bank account details and tax and residency status
- references from previous employers or educational institutions
- contact details for you, and any next of kin
- qualifications
- information concerning your health and medical conditions
- information about your race, ethnicity, and sexual orientation
- details of unspent criminal convictions.

Special category data

Where data processing relates to Special Categories of Data the following processing conditions apply:

- Explicit Consent has been given by the data subject.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement.

We may collect your Health Data to facilitate accessibility arrangements or the provision of medical assistance.

Social Media Users


We use social media channels (including Facebook, Twitter, WhatsApp, Tik Tok and Instagram, the “Social Media Companies”) to publish information about Korban. If you follow or otherwise engage [Type here]

with our social media channels, we will collect Usage Data to analyse how users interact with those channels. If you use social media to send us messages or posts, we may use your Profile Data to communicate with you. When you interact with our channels, the Social Media Companies will also process your personal data for the purposes set out above as Joint Controllers. For more information we would encourage you to review the privacy notices published by the Social Media Companies.

How Do We Use Your Data?

All personal data is stored securely in accordance with the EU General Data Protection Regulation and the UK's DPA 2018. We use your data to provide the best possible products and services to you.

This includes:

- Providing and managing your access to Our Site.
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers and residents
- To maintain our own accounts and records (including the processing of Gift Aid applications);
- To administer and manage our relationship with you, such as responding to  communications.
- Personalising and tailoring your experience on Our Site.
- Responding to communications from you.
- Analysing your use of Our Site and gathering feedback to enable Us to continually improve Our Site and your user experience.
- To comply with legal or regulatory requirements.
- To help us establish, exercise, or defend legal claims.

In some cases, the collection of data may be a statutory or contractual requirement, and We will be limited in the products and services We can provide you without your consent for Us to be able to use such data.

Newsletter

Supplying you with email newsletters, alerts etc. that you have subscribed to (you may unsubscribe or opt-out at any time by clicking the 'unsubscribe' link in the email or by contacting Us (see the section on How to Contact Us)

Once you have submitted your preference to Us, We will use these for marketing purposes which may include contacting you by email, telephone, or text message with information, news and offers on Our products and services. We will not, however, send you any unsolicited marketing or spam and will take all reasonable steps to ensure that We fully protect your rights and comply with Our obligations under the DPA 2018, GDPR, and the Privacy and Electronic Communications Regulations.

Lawful Basis

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Under GDPR we will ensure that your personal data is processed lawfully, fairly, and transparently, without adversely affecting your rights. We will only process your personal data if at least one of the following bases applies:

- you have given consent to the processing of your personal data for one or more specific purposes.
- processing is necessary for the performance of a contract to which you are a party or in order to take steps at your request of you prior to entering into a contract.
- processing is necessary for compliance with a legal obligation to which we are subject.
- processing is necessary for the purposes of the legitimate interests pursued by us or by a third party, except where such interests are overridden by the fundamental rights and freedoms of the data subject which require protection of personal data.

Our lawful basis for processing your general personal data:

<input type="checkbox"/> Consent of the data subject;	<p>As part of our services so that we can keep you informed about news, events, activities and services, and keep you informed about events, training and other matters relevant to the charitable sector.</p> <p>For processing your gift aid donations.</p> <p>Under the contract with our software provider, for our internal office network, data is shared between the two parties to ensure access to the relevant electronic systems is maintained, but only anonymised data is used for reporting and monitoring.</p> <p>MAILCHIMP GDPR CONSENT FORM (SUPPORTERS)</p>
<input type="checkbox"/> Processing necessary for the performance of a contract with the data subject or to take steps to enter into a contract	<p>To enable us to provide a service for the benefit of the public in a particular geographical area as specified in our constitution; To administer service-user records.</p> <p>LICENCE AGREEMENT (RESIDENTS)</p>
<input type="checkbox"/> Processing necessary for compliance with a legal obligation	<p>Carrying out obligations under employment, health and safety, social security or social protection law, or a collective agreement. Such protection and justification for processing applies to personal data relating to staff and volunteers internally for Korban, and for residents in respect of relevant benefit claims.</p>

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	<p>RESIDENTS, STAFF & VOLUNTEERS</p> <p>This includes the use of CCTV systems for the prevention of crime and to ensure the safety of our properties and the residents there-in.</p> <p>RESIDENTS, STAFF, VOLUNTEERS & SUPPORTERS</p>
<p><input type="checkbox"/> Processing necessary for the purposes of the legitimate interests of the data controller or a third party, except where such interests are overridden by the interests or fundamental rights or freedoms of the data subject</p>	<p>Where personal data is collected relating to attendance at an event or training, unless specific consent is given, that data will only be used in communications around the administration, running and follow-up for that event under legitimate interest.</p> <p>SUPPORTERS</p>

Our lawful basis for processing your special categories of data:

<p><input type="checkbox"/> To fulfill our contractual obligations to the data subject(s) Plus, the condition:</p> <p><input type="checkbox"/> the data subject has given explicit consent to the processing of their personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in Article 9 Paragraph 2(1) GDPR may not be lifted by the data subject.</p> <p><input type="checkbox"/> Legitimate interests <u>Plus, one condition</u></p> <p>1 (1)(a) the processing is necessary for the purposes of performing or exercising obligations or rights which are imposed or conferred by law on the controller or the data subject in connection with employment, social security or social protection, and (b) when the processing is carried out, the controller has an appropriate policy document in place. (2) See also the additional safeguards in Part 4 of this Schedule. (3) In this paragraph- “social security” includes any of the branches of social security listed in Article 3(1) of Regulation (EC) No. 883/2004 of the European Parliament and of the Council on the co-ordination of social</p>	<p><input type="checkbox"/> To administer service-user records; RESIDENTS</p> <p><input type="checkbox"/> Safety/ crime prevention, insurance etc. RESIDENTS</p>
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<p>security systems (as amended from time to time); “social protection” includes an intervention described in Article 2(b) of Regulation (EC) 458/2007 of the European Parliament and of the Council of 25 April 2007 on the European system of integrated social protection statistics (ESSPROS) (as amended from time to time).</p>	
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How do we store and how long do we keep your data?

Personal data that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

Our retention of your personal data is linked to your actions. Unless a longer retention period is required or permitted by law, we will only hold your Personal Information on our systems for the period necessary to fulfil the purposes outlined in this Notice, or until you request that the information be deleted (see the section “Summary of Your rights”).

In some instances, we may need to send your information to third parties outside of the UK. You are deemed to accept and agree to this by using Our Site and submitting information to Us. If We do store or transfer data outside the EEA, we will take all reasonable steps to ensure that your data is treated as safely and securely as it would be within the EEA and under the UK GDPR. Such steps may include, but not be limited to, the use of legally binding contractual terms between Us and any third parties

Even if we delete your Personal Information, we reserve the right to retain your personal data where such retention is necessary for compliance with a Statutory obligation (for example to maintain a copy for legal, tax or regulatory purposes,) but in such event, we will do so only as long as necessary to fulfil those Statutory obligations.

CCTV

CCTV monitoring is used around Korban for the safety of the public, staff, and residents, and for crime prevention. We have a policy in place for monitoring, storing and timely deletion of images captured.

How do we protect your data?

Data security is of great importance to Us, and to protect your data We have put in place suitable physical, electronic and managerial procedures to safeguard and secure data collected through Our Site.

All your data is stored electronically in a secure database or in a locked filing cabinet and can only be accessed by authorised people. All users of Our system are trained in GDPR.

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Where we engage third parties to process personal data on our behalf, they do so upon writing and are contracted to implement appropriate technical and organisational measures to ensure the security of data.

How Do We Share Your Data?

We are committed to not sharing your data and will only do this if it is in your legitimate interest to ensure we provide you with the support and information required to make an informed decision about a service(s) or product(s).

We will not sell your data to any unconnected third parties.

Where we provide links to websites of other organisations, this privacy notice does not cover how that organisation processes personal information. We encourage you to read the privacy notices on the other websites you visit.

We may contract with third parties to supply products and services to you on Our behalf. These may include payment processing, delivery of goods, search engine facilities, advertising, and marketing.

We might share your information across different parts of Korban for research, and analysis.

In some cases, third parties may require access to some or all of your data. Where any of your data is required for such a purpose, we will take all reasonable steps to ensure that your data will be handled safely, securely, and in accordance with your rights, Our obligations, and the obligations of the third party under the law.

We currently contract with:

Third party name	Used to	Privacy notice
Mailchimp	Marketing E-mails	https://www.intuit.com/privacy/statement/
Microsoft	Document storage and emails	https://privacy.microsoft.com/en-gb/privacystatement
Stewardship	Giving and donations	https://www.stewardship.org.uk/transparency/privacy
Donorbox	Giving and donations	https://donorbox.org/privacy
Wix	Website	https://www.wix.com/about/privacy

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Community 360	Payroll	https://www.community360.org.uk/who-we-are/data-privacy-policy/
Xero	Finance	https://www.xero.com/uk/legal/privacy/
Google Drive	Document Storage	https://policies.google.com/privacy

We may also have to share your personal data with the parties set out below.

- Professional advisers including lawyers, bankers, auditors and insurers based in the UK who provide legal, consultancy, banking, insurance and accounting services.
- HM Revenue & Customs, regulators and other authorities based in the United Kingdom who require reporting of processing activities in certain circumstances.
- We may share your personal information where we need to, where someone's life is at risk, or we are required to do so by law.
- Sell any or all of our business or assets or we buy another business or assets in which case we may disclose your personal data to the prospective buyer or seller

International transfers of personal data

We may need to transfer some personal data to the third parties described above who are located outside of the UK. In such cases, we will take appropriate measures to ensure your personal data remains protected. If the organisation is based outside of the UK and in a country that is not protected by an adequacy decision (providing an adequate level of data protection) we will take appropriate safeguards such as implementing the ICOs International Data Transfer Agreement (IDTA).

If you have any questions or need more information regarding international transfers of your personal data, please contact us at

Automatic Collection, Cookies and aggregate information collected from our website

We, or the companies working for us, automatically collect some data from visitors to our websites. This includes what pages you have viewed, for how long and where you go on our website.

We use cookies to store information about how you use our sites. A cookie is a piece of data stored on a user's computer to remember information about you and create a profile of your viewing preferences. Your profile is used to tailor your visit to our website, make navigation easier, and direct you to information that best corresponds to your interests. We require your consent to place non-essential cookies on your device. You can change your cookie preferences by selecting the button in the bottom left corner from any page on our website. View our cookies policy

www.korban.org.uk/cookies

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Information is also collected about how you arrived at our websites in the first place. This includes what links or adverts of ours you have viewed or clicked on to reach Us, or any search terms you have used.

Aggregate information is collected from users using our own web tracker. This information includes users' Anonymised Internet Protocol (IP) addresses, browser type, internet service provider (ISP), referring/exit pages, platform type, date/time of visit, number of clicks, error pages, and number of unique visits. This information is not linked to personal profiles or to personally identifiable information provided by users. We use it to analyse visitor trends and use of our website, administer the website and to gather broad demographic information of our website users.

How Can You Control Your Data?

When you submit information via Our Site, you may be given the ability to opt-out of receiving emails from Us which you may do by unsubscribing using the links provided in Our emails or by emailing us.

You may access certain areas of Our Site without providing any data at all. However, to use all features and functions available on Our Site you may be required to submit or allow for the collection of certain data.

You may withdraw your consent for Us to use your personal data at any time by contacting Us and We will delete Your data from Our systems. However, you acknowledge this may limit Our ability to provide the best possible products and services to you (see the section on How to contact Us).

Please tell us as soon as any of your contact details change so that we can keep our records up to date.

You can change the way we contact you, or the kind of material we send you, at any time by contacting us by post, or email using the contact details below.

If you register with Our Account (ww.) then you can personally log-on to your account and update your contact details.

Summary of Your Rights

As a data subject, you have several rights and control over how your data is used.

- You can request access to, deletion of, or correction of, your personal data held by Us.
- You can ask for a copy of the data you have given Us.
- You can require Us to amend or change incorrect or incomplete data.
- You can require Us to delete or stop processing your data, where the data is no longer necessary for the purposes of processing.
- You can object to the processing of your data where We are relying on its legitimate interests as the legal ground for processing.
- You can ask Us to stop processing data for a period if data is inaccurate or there is a dispute about whether your interests override the company's legitimate grounds for processing data.

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To enforce any of the foregoing rights or if you have any other questions about Our Site or this Privacy Notice, please contact Us using the details set out in the section “How to Contact Us”.

How to Contact Us

If you have any questions about Our Site or this Privacy Notice, please contact Us by email at contact our data representative by phone on 01206 869533 or email datarep@korban.org.uk with the Subject Line Data Protection and we will get back to you as soon as possible.

Please ensure that your query is clear, particularly if it is a request for information about the data, We hold about you.

How to complain

If you are unhappy with the way that we have processed or handled your data, please contact Us (see the section How to Contact Us).

If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the Information Commissioner’s Office (ICO). The ICO is the supervisory body authorised by the Data Protection Act 2018 to regulate the handling of personal data within the United Kingdom. The contact details for the Information Commissioner’s Office are:

Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF

Telephone: 0303 123 1113 Website: <https://ico.org.uk/concerns/>

Changes to Our Privacy Notice

We may change this Privacy Notice as we may deem necessary from time to time, or as may be required by English law. Any changes will be immediately posted on Our Site, and you will be deemed to have accepted the terms of the Privacy Notice on your first use of Our Site following the alterations. We recommend that you check this page regularly to keep up to date.

May 2024

Document Revision and Approval History

Version	Date	Version Created By:	Version Approved By:	Comments
1	May 2018	AFVS and Mark Wood	Trustees	Initial Release
2	Oct 2018	Mark Wood	Trustees	

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3	Feb 2022	Mark Wood	Trustees	
4	May 2024	Mark Wood	Trustees	

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