

Privacy Policy Notice

The policy: This privacy policy notice is for this website; www.kvt.org.uk and served by the Knebworth Village Trust which operates from 3 Bell Close, Knebworth, Hertfordshire SG3 6AJ, and governs the privacy of those who use it. The purpose of this policy is to explain to you how we control, process, handle and protect your personal information while browsing or using this website, including your rights under current laws and regulations. If you do not agree to the following policy you may wish to cease viewing / using this website.

Policy key definitions:

- "I", "our", "us", or "we" refers to the charity, Knebworth Village Trust or Village Trust or KVT
- "you", "the user" refer to the person(s) using this website.
- GDPR means General Data Protection Act.
- PECR means Privacy & Electronic Communications Regulation.
- ICO means Information Commissioner's Office.

Processing of your personal data

Under the GDPR we control and / or process any personal information about you electronically using the following lawful bases.

- We are exempt from registration in the ICO Data Protection Register because we process personal data solely for legitimate interest communications about the charitable services provided by the Knebworth Village Trust
- We use the legitimate interest and contract lawful bases under the GDPR for the processing of your information to provide you with details about how to apply for funds from the Knebworth Village Trust, supplying an application form, and for grant payments and accounts. We shall continue to process your information until any grant has been fully paid out and for a period of 7 years thereafter as required by the Charity Commission. Your personal data is not shared with any third parties.

If, as determined by us, the lawful basis upon which we process your personal information changes, we will notify you about the change and any new lawful basis to be used if required. We shall stop processing your personal information if the lawful basis used is no longer relevant.

Your individual rights

Under the GDPR your rights are as follows. You can read more about [your rights in detail here](#);

- the right to be informed;
- the right of access;
- the right to rectification;
- the right to erasure;
- the right to restrict processing;
- the right to data portability;

- the right to object; and
- the right not to be subject to automated decision-making including profiling.

You also have the right to complain to the ICO [www.ico.org.uk] if you feel there is a problem with the way we are handling your data.

We handle subject access requests in accordance with the GDPR.

Data security and protection

We ensure the security of any personal information we hold by using secure data storage technologies and precise procedures in how we store, access and manage that information. Our methods meet the GDPR compliance requirement.

We do not undertake email marketing.

Resources & further information

- [Overview of the GDPR - General Data Protection Regulation](#)
- [Data Protection Act 1998](#)
- [Privacy and Electronic Communications Regulations 2003](#)
- [The Guide to the PECR 2003](#)
- [Google Privacy Policy](#)