

Privacy Notice

Name of community group: South East & Kent Kenyans

Website: <https://www.sekk.org/>

Introduction

This privacy notice explains how SEKK collects, uses, and shares personal data about you.

What personal data do we collect?

We collect the following personal data about you:

- Your name
- Your contact details (email address, phone number, physical address, parent/guardian contact details for children under 18)
- Your gender
- Your age group
- Your membership information (date of joining, membership status)
- Your participation information (if you have attended events or meetings or accessed our services)
- Your Medical information (if relevant)
- Your Dietary requirements (if relevant)
- Photographs and videos (with consent)

How do we collect your personal data?

We collect your personal data in the following ways:

- When you join the group, you provide us with your contact details and membership information.
- When you make a payment to the group, you provide us with your payment information.
- When you attend events or meetings, we may collect your participation information.
- When we provide you with a service, we may collect your access and outcome information.

Why do we collect your personal data?

We collect your personal data for the following purposes:

- To manage your membership of our group
- To process your payments
- To promote our group and its activities
- To improve our services and events
- To comply with legal and regulatory requirements

How long do we keep your personal data?

We will only retain your personal data for as long as is necessary for the purposes for which it was collected. This may vary depending on the purposes but will typically be no longer than the period of time you are member of SEKK.

How do we use your personal data?

We use your personal data for the following purposes:

- To develop and manage our services and events
- To process your payments
- To inform you about group events and activities
- To administer your booking and participation in our events
- To contact you in the event of an emergency or cancellation
- To keep you safe and well while you are attending our events
- To send you information about future events and other activities of the community group
- To promote the community group and its activities on our website and social media channels (with consent)
- To compile statistics about our group and its members

What is the legal basis for processing your personal data?

We process your personal data on the following legal bases:

- Consent: We will obtain your consent before collecting or using your personal data for any purpose other than managing your membership and participation in our events. You are able to remove your consent at any time. You can do this by contacting support@sekk.org.
- Contractual necessity: We will process your personal data to fulfil our contractual obligations to you, such as when you register as a member of SEKK.
- Legal obligation: We may process your data to comply with legal obligations, such as keeping records of our activities.
- Legitimate interests: We also process your personal data for certain legitimate interests, such as promoting SEKK and its activities. We will always balance our legitimate interests against your privacy rights.

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Who do we share your personal data with?

We may share your personal data with the following third parties:

- Our website and social media providers
- Any other third party that you have given us permission to share your data with

We will only share your personal data with third parties who have agreed to keep it confidential and to use it only for the purposes for which it was shared.

Your rights

You have the following rights under the UK General Data Protection Regulation (UK GDPR):

- The right to access your personal data
- The right to rectify any inaccurate personal data
- The right to have your personal data erased
- The right to restrict the processing of your personal data
- The right to object to the processing of your personal data
- The right to data portability

To exercise any of your rights, please contact us at support@sekk.org.

Security

We take appropriate technical and organisational measures to protect your personal data from unauthorised access, use, disclosure, alteration, or destruction.

Changes to this privacy notice

We may update this privacy notice from time to time. If we make any changes, we will publish the updated privacy notice on our website and social media channels.

How to complain

If you have any questions about this privacy notice or how we use your personal data, please contact us at support@sekk.org.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>