

**Kemerton Conservation Trust**

Kemerton Court  
Kemerton  
Tewkesbury  
Gloucestershire  
GL20 7HY

Tel: 01386 725 254

[www.kemerton.org](http://www.kemerton.org)

Registered Charity No. 702488

**GOVERNORS**

ADRIAN DARBY, OBE (Chairman)

MATTHEW DARBY

PETER DOBLE

LORD HOWICK, VMH

PETER MARREN

Dr MARGARET PALMER, MBE

BRETT WESTWOOD

ROGER WORKMAN

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**KEMERTON CONSERVATION TRUST – PRIVACY POLICY**

April 2021 (version 2)

**Who we are and how to contact us**

Kemerton Conservation Trust  
Kemerton Court  
Kemerton  
Tewkesbury  
Gloucestershire  
GL20 7HY

Phone: 01386 725 254

Website: [www.kemerton.org](http://www.kemerton.org)

**What this privacy policy covers**

In accordance with the data protection acts, this privacy policy tells you how and why we use personal information.

**What is personal information?**

Personal information is defined as information about you that is personally identifiable such as your name, address, email address and phone number.

**Uses of personal information**

Kemerton Conservation Trust uses personal information for:-

- Administering memberships
- Administering volunteer records
- Communicating about conservation work and campaigns
- Fundraising purposes
- Contracts for goods and services
- Administering donations and legacies
- Fulfilling statutory requirements
- In-house analysis and reporting
- Monitoring our hides at Kemerton Lake Nature Reserve with CCTV to prevent or prosecute criminal activity or antisocial behaviour

## **Legal basis**

The legal basis for holding personal information is as follows:-

### *Contract:*

Provision of membership services, the buying and selling goods and services and fulfilling grant requirements.

### *Legal Obligation:*

Statutory reporting (eg. HMRC, Charity Commission and Health & Safety Regulators).

### *Legitimate Interest:*

Communicating about conservation work and campaigns (eg. Reports, press releases, newsletters). Responding to general enquiries. Protecting our amenities (birds hides) from criminal activity or antisocial behaviour.

### *Consent:*

Communication via email in relation to membership, volunteering, marketing or fundraising purposes.

In addition, as processing video and still photographic data from our bird hides may include criminal offence data, the Schedule 1 condition under which we are processing that data is condition 10.

## **Disclosure of personal information**

KCT will never sell personal information. We will only share information where required for statutory purposes (eg. Annual reporting to Charities Commission, Health & Safety reporting) ,for communication about conservation work including press releases and reports or, in the case of criminal activity or antisocial behaviour, with the police or other legal bodies as relevant.

## **Keeping your personal information secure**

We will only retain personal data as long as it is necessary for business, regulatory or legal reasons. Once personal information is no longer needed it is securely destroyed. You have the right to request removal from our contact lists.

## **Users aged under 16**

**If you are aged under 16, please ensure you obtain your parent/guardian's consent before sending any personal information to KCT.**

**We do have activities for under 16s. Prior to taking part in these events please ensure you speak to your parent or guardian.**

**Under-16s may be videoed or photographed by CCTV at the bird hides at Kemerton Lake Nature**

**Reserve if they visit whilst monitoring is occurring. Any video or still photograph that does not contain evidence of criminal activity or antisocial behaviour will be reviewed within 30 days and deleted immediately upon review. Data which shows criminal activity or antisocial behaviour will be stored securely as long as it is needed for police investigation and/or legal proceedings.**

Online Media

KCT's website [www.kemerton.org](http://www.kemerton.org) does not contain cookies or collect any data on site visitors.

KCT's Facebook page is administered in accordance to Facebook user rules and Facebook's privacy policy. If you choose to post or comment on KCT's Facebook page, please ensure you have read Facebook's policies.

### **Accessing your information**

The data protection acts gives subjects the right to review data held by KCT and to have those details corrected if they are wrong.

If you wish to access the details we hold on you, please contact "the Secretary, Kemerton Conservation Trust" by telephone, email or letter (details are at the top of this page). A response will be made within a period of 28 days. If you wish to see any video or still photograph data collected by CCTV at our bird hides at Kemerton Lake Nature Reserve you will need to provide a date and time of visit to allow us to correctly identify the clip/s. We will provide a copy of the clip/s if 1) the data is not part of an ongoing police investigation or required for legal proceedings, and 2) the request is received before we have reviewed the data, as we delete any data that does not contain evidence of criminal activity or antisocial behaviour immediately once reviewed.

If you have any cause to believe that KCT is not managing and storing your data properly, you have the right to complain to the Information Commissioner's Office, details of which are available via the ICO website. Further details on GDPR are also available there.