



Khanya Data Protection Notice

1. Personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. What is Khanya?

Khanya is a charity whose aims are to promote education in vocational skills in sub-Saharan Africa.

3. How does Khanya process personal data?

Khanya complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

Khanya will use an individual's personal data for the following purposes:

- To administer membership records
- To fundraise and promote the interests of Khanya
- To manage Khanya's volunteers
- To maintain Khanya's accounts and records (including the processing of Gift Aid applications)
- To inform supporters of news, events, activities and services run by Khanya.

4. What is the legal basis for processing personal data?

- An individual's explicit consent is required so that Khanya can keep that person informed about news, events, activities and services and fundraising.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid
- There is no disclosure to a third party without consent.

5. Sharing personal data

An individual's personal data will be treated as strictly confidential and will only be shared with other trustees of Khanya on a need to know basis.

6. How long does Khanya keep personal data?

Khanya retains gift aid declarations and associated paperwork for up to six years after the calendar year to which they relate. Khanya may also keep records for up to six years insofar as they are relevant to the activities of the charity.

7. Individual rights and personal data

Unless subject to an exemption under the GDPR, an individual has the following rights with respect to their personal data:

- The right to request a copy of their personal data which Khanya holds about them
- The right to request any personal data that is inaccurate is corrected
- The right to request their personal data is erased
- The right to withdraw their consent to the processing at any time



- The right to request that the data controller provide the data subject with their personal data and where possible, to transmit that data directly to another data controller (known as the right to data portability) (where applicable)
- The right, where there is a dispute in relation to the accuracy or processing of their personal data, to request a restriction is placed on further processing.

8. Further processing

If Khanya wishes to use an individual's personal data for a new purpose, not covered by this Data Protection Notice, Khanya will provide the individual a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, Khanya will seek an individual's prior consent to the new processing.

9. Contact details

To exercise all relevant rights, queries of complaints please in the first instance contact the Secretary: secretary@khanya.org.uk.

Christina Thomas (Co-Chair, Khanya). June 2023. Review date June 2026.