



# THE KENNET & AVON CANAL TRUST

Devizes Wharf, Couch Lane, Devizes, Wiltshire SN10 1EB

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Email – [admin@katrust.org.uk](mailto:admin@katrust.org.uk) website – [www.katrust.org.uk](http://www.katrust.org.uk)

## Privacy Statement

The Kennet and Avon Canal Trust (KACT) is committed to protecting and respecting the privacy of individuals. We will never sell personal details or share them without obtaining consent. At any time individuals can change how they hear from us or unsubscribe from mailing lists by contacting KACT.

This statement explains why we collect personal information, how we use it, keep it safe and what your rights are.

Personal information is held and processed in accordance with the provisions of the UK Data Protection Act 2018, which implements the EU General Data Protection Regulation 2016/679.

## Data held by KACT

KACT holds personal information for identification purposes. This information has been supplied directly (e.g. from membership forms, volunteer applications, booking enquiries) and not obtained from other sources.

For example:-

- Name and address
- Telephone numbers and email address
- Bank details
- Training and safety records

For legitimate interest:-

- Membership
- Processing donations
- Contact records
- Volunteering
- Notification of activities
- Booking and visitor records

## Main Data Risks

The main data risks identified are:-

- Unauthorised disclosure of data due to the diverse spread of users e.g. volunteer data held on trip boats
- Unauthorised access to internet-based data from hacking
- Data becoming out of date.

## Data Privacy, Security and Protection

KACT will ensure that data is kept secure by application of relevant procedures and training.

## Data Deletion

Data will be deleted when no longer required for operational or legal reasons.



## **Access and Use Requests**

An individual may request access to their data and a statement of how it is used by KACT at no charge for example for the purposes of rectification, erasure, restriction, objections and data portability.

## **Transfer to other countries**

KACT will not transfer data to other countries except through Cloud storage where the same protections as in UK law apply.

## **Data Disclosure**

KACT will only share volunteers' data with other volunteers as is necessary for the proper operation of the Trust and its activities.

## **Direct Marketing**

Consent will be sought for data collection for marketing purposes e.g. news updates, fundraising etc. in accordance with the relevant procedure.

## **Cookies**

Cookies are used on the KACT websites for the correct operation of the site and to maintain login status. The purpose of the cookies we use is covered by exemption under GDPR.

## **Authority**

This policy will be reviewed annually or as required, and is issued under the authority of the Board of Trustees of the Kennet and Avon Canal Trust (KACT or the Trust). The Trust has appointed a Data Protection Officer who is authorised to approve procedures.

## **Contacting KACT**

Kennet and Avon Canal Trust  
The Wharf, Couch Lane  
Devizes  
SN10 1EB

Email  
Office: [admin@katrust.org.uk](mailto:admin@katrust.org.uk)  
Data Protection Officer: [dpo@katrust.org.uk](mailto:dpo@katrust.org.uk)

## **Complaints**

The Information Commissioner's Office website ([ico.org.uk](https://ico.org.uk)) can supply further information about data protection and to raise a complaint.

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### **THIS DOCUMENT IS NOT CONTROLLED ONCE PRINTED**

Data Protection Officer	David Fearn
Date approved by the Trust Council:	17 May 2021
Review Date:	July 2022