



The Kinning Park Complex SCIO (KPC) uses third party applications to facilitate sharing information and event organisation within our organisation and with you about KPC. The applications we currently use include Wix, Eventbrite, JotForm, Typeform, Zoom, Webex, Google Suite, Membermojo, Salesforce and PayPal. They are 'data processors', which means they process personal data on behalf of KPC.

KPC will never share your personal information with anyone outside our organisation without your consent.

What data we collect from you

The personal data we collect from you includes:

- First name
- Last name
- Email address
- Phone number
- Post code
- Home address

Our legal basis for using your data

We use Google suite to communicate with you via email; Membermojo and Salesforce to securely store details of Members, Volunteers and Service users who require communication from us.

The legal basis for processing your data using Eventbrite, Zoom, Webex, PayPal, Wix, Jotform and Typeform is your consent.

Why we need your data and what we do with it

We need your name and preferred contact details to communicate with you, with your permission. We ask for Postcodes from our members to make sure our membership base is made up of 80% local residents. It is a condition of our charitable status. We may also ask for a postcode when funding is allocated to serve a specific area. We request an address only when you have requested us to deliver goods, visit you at home or post information to you.



How long we keep your data

We will review our data records on yearly basis. If you have been in touch with us within 12 months we will keep your data for the next yearly review.

How we protect your data

We are committed to doing all we can to keep your data secure. All third parties that process personal data for KPC are required to keep that data secure.

Your rights

You have the right to request:

- Information about how your personal data is processed, and how to request a copy of that data
- Any inaccuracies in your personal data is rectified without delay
- That your personal data is erased if there is no longer a justification for it to be processed
- That the processing of your personal data is restricted in certain circumstances.

Please contact us at hello@kinningparkcomplex.org if you have any questions about this document or you think your data has been mishandled.