

Privacy Policy

The Kenya Society understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of everyone who visits this website, <https://kenyasociety.co.uk> (“our Site”), and uses our membership services, and will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the law. Please read this Privacy Policy carefully and ensure that you understand it. Your acceptance of this Privacy Policy is deemed to occur upon your first use of our Site. If you do not accept and agree with this Privacy Policy, you must stop using our Site immediately.

1. Information About Us

Our Site is owned and operated by **The Kenya Society**.

2. What Does This Policy Cover?

This Privacy Policy applies to your use of our Site and to the membership services offered by The Kenya Society. Our Site may contain links to other websites. Please note that we have no control over how your data is collected, stored, or used by other websites and we advise you to check the privacy policies of any such websites before providing any data to them.

3. What is Personal Data?

Personal data is defined by the General Data Protection Regulation (EU Regulation 2016/679) (the “GDPR”) as ‘any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier’. Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

4. What Are My Rights?

Under the GDPR, you have the following rights, which we will always work to uphold:

a) The right to be informed about our collection and use of your personal data. This Privacy Policy should tell you everything you need to know, but you can always contact us to find out more or to ask any questions using the details in Part 13.

- b) The right to access the personal data we hold about you. Part 12 will tell you how to do this.
- c) The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete. Please contact us using the details in Part 13 to find out more.
- d) The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we have. Please contact us using the details in Part 13 to find out more.
- e) The right to restrict (i.e. prevent) the processing of your personal data.
- f) The right to object to us using your personal data for a particular purpose or purposes.
- g) The right to data portability. This means that, if you have provided personal data to us directly, we are using it with your consent, and that data is processed using automated means, you can ask us for a copy of that personal data to re-use with another service or business in many cases.
- h) Rights relating to automated decision-making and profiling. We do not use your personal data in this way.

For more information about our use of your personal data or exercising your rights as outlined above, please contact us using the details provided in Part 13.

Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau. If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office.

5. What Data Do You Collect?

Membership applicants are asked to complete an application form, either online or on paper, providing some or all of the following personal data:

- Name
- Postal address
- Telephone number
- Email address

Your information will be stored in the Kenya Society membership records, accessible only by the Kenya Society Secretariat. Your membership records

will be retained for the duration of your membership, and for 12 months thereafter, at which time they will be deleted from our records.

Cookies

A cookie is a tiny text file that is stored on your computer. We may use cookies to tailor your experience on our site according to the preferences you have specified.

6. Use of Data Processors

Data processors are third parties who deliver elements of our operations for us. We have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct.

- Your information will be provided to membermojo (www.membermojo.co.uk) for the purposes of managing the Kenya Society membership database.

7. How Do You Use My Personal Data?

Under the GDPR, we must always have a lawful basis for using personal data. This may be because you have consented to our use of your personal data, or because we are legally required to do so (see Part 10). It will be used for the following purposes:

- Corresponding with you
- Managing your membership
- Sending renewal reminders
- Delivery of membership benefits such as invitations to Kenya Society events and notifications about partner events

No membership information will be shared with third party organisations without your prior consent. You will not be sent any unlawful marketing or spam. We will always work to fully protect your rights and comply with our obligations under the GDPR and the Privacy and Electronic Communications (EC Directive) Regulations 2003.

8. How Long Will You Keep My Personal Data?

We will not keep your personal data for any longer than is necessary in light of the reasons for which it was first collected. Your personal data will therefore be retained during the period of your membership and held securely for no

longer than 12 months following expiration of your membership, or until any enquiry is answered in full and your details are no longer needed for correspondence. It will thereafter be deleted.

9. How and Where Do You Store or Transfer My Personal Data?

We will only store or transfer your personal data in the UK. This means that it will be fully protected under the GDPR.

10. Do You Share My Personal Data?

We will not share any of your personal data with any third parties for any purposes, subject to one important exception. In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

11. Can I Withhold Information?

You may access our Site without providing any personal data at all. However, to access membership services and use all features and functions available on our Site you may be required to submit or allow for the collection of certain data.

12. How Can I Access My Personal Data?

If you want to know what personal data we have about you, you can ask us for details of that personal data and for a copy of it (where any such personal data is held). This is known as a “subject access request”.

All subject access requests should be made in writing and sent to the email or postal addresses shown in Part 13. We will respond to your subject access request within 14 days and, in any case, not more than one month of receiving it.

Normally, we aim to provide a complete response, including a copy of your personal data within that time.

13. How Do I Contact You?

To contact us about anything to do with your personal data and data protection, including to make a subject access request, please use the following details:

Email: kenyasociety@gmail.com

14. Changes to this Privacy Policy

We may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes, or if we change our Society in a way that affects personal data protection. Any changes will be immediately posted on our Site and you will be deemed to have accepted the terms of the Privacy Policy on your first use of Our Site following the alterations. We recommend that you check this page regularly to keep up-to-date.