



Privacy Notice

'We', 'us', 'our' is Kent Community Foundation. Registered charity (number 1084361) and company (number 4088589) in England and Wales.

'Personal data' is any information that could identify an individual; most commonly for us this is contact details.

'Data' as a general term refers to all information we might hold including, for example, information about organisations that apply to us.

This Privacy Notice should be read in conjunction with Kent Community Foundation's Data Protection Policy, which outlines our broader data governance framework, including retention schedules, lawful bases for processing, and safeguarding protocols.

Our Values

We are committed to our core values in all we do, including how we handle data entrusted to us.

Excellence – we strive to achieve excellence in the delivery of our service by exceeding the expectations of both our donors and our grant recipients

Supportive – we go above and beyond to support the organisations that apply to us for funding by sharing our knowledge and expertise to help build a sustainable and confident voluntary sector across Kent and Medway

Integrity – we operate with integrity in everything we do. We are transparent in our processes and deliver what we promise

Why do we hold data?

The information we hold enables us to carry out our charitable purposes. Our mission is to proactively create strong local communities by connecting those who want to help with those



seeking help; we primarily do this by enabling donors to give effectively by means of grant making and loan funding by Kent Community Foundation.

What information do we hold?

We hold data on individuals and organisations who have given financial or other support to Kent Community Foundation, those who might do, and those who apply to the Community Foundation for grants, whether on behalf of an organisation or personally. We also have other stakeholders who support us in our work who we need to keep in contact with.

In order for us to process grant applications we require applicants' contact details. We require contact information from our donors too and other stakeholders. We sometimes require more in-depth information to process grant requests for individuals. We also need other information to ensure excellence in our customer care, such as individuals' preferences relative to their relationship with us.

We retain data in accordance with our Retention Schedule. For example, grant-related data is retained for seven years after the financial year of award; unsuccessful applications are anonymised after the following financial year.

How do we obtain data?

Most personal data is given directly to us by the individual. Sometimes data may come to us via online giving platforms, or other individuals who believe an individual or organisation would be interested in engaging with us. We also may use publicly available sources such as the media, charity and company regulators, social media and internet search engines, to obtain information about donors regarding their background, wealth and other information we believe to be useful for our fundraising objectives.



How do we hold data?

Electronic data is held on our online database and our computer system, backed up by a secure cloud storage provider. We hold some information in locked filing cabinets in our secure office which only our staff can access.

Personal data is not passed to any third parties without an individual's prior consent. Sometimes we partner with external funding bodies or other organisations that might need certain information to fulfil working agreements.

Where third-party processors are used, we ensure they comply with UK GDPR and have appropriate safeguards in place.

How do we process data?

Most of the personal data we hold is used to contact individuals to:

- Assess, process and evaluate grant applications
- Keep past applicants informed of current and upcoming funding opportunities
- Keep supporters informed of our activities, including event invitations
- Keep regular supporters informed of new appeals and opportunities to donate

We process personal data under several lawful bases including consent, contractual necessity, legal obligation, and legitimate interest. Where special category data is involved, we ensure explicit consent or rely on other lawful bases such as safeguarding or equality monitoring.

Sharing Data

We do not share individuals' data with any third parties unless we have consent or it is necessary to process a grant application or donation or any other activity that the information has been supplied for.

With our permission, grant information is sometimes accessed by UK Community Foundations in order to monitor grant making across the network, especially when we have a responsibility to report back to major donors. This is made clear when applicants submit their grant applications.

Kent Community Foundation Charity Number: 1084361 Company Number: 4088589

Registered Address: Park Barn, Evegate Business Park, Ashford, TN25 6SX Registered in England and Wales



We won't give/sell data to any third parties for their marketing purposes.

Marketing and Communications

From time-to-time, Kent Community Foundation features details of grants awarded and the organisations in receipt of grants as part of communication with external audiences.

Written consent will be sought from these funded organisations to feature them in external communications and PR.

Where photographs, videos, or other media are used, written consent will be obtained. Media may be retained for up to five years for promotional and archival purposes. Third-party use (e.g., by fund holders or PR agencies) is subject to internal approval and must comply with the original terms of consent.

We adhere to the Fundraising Regulator's Code of Fundraising Practice, including its expectations around the responsible use of personal data in fundraising activities.

Diversity, Equity, and Inclusion (DEI) Data

Kent Community Foundation may collect and analyse personal data related to protected characteristics (e.g., ethnicity, disability, gender) to assess how effectively we are reaching underserved communities. This data is anonymised wherever possible and used solely for strategic planning and reporting.

Cookies

Cookies are small text files which are transferred from our website and stored on the user's device. We use cookies to help us provide a personalised service to improve users' experiences.

What are your rights?

You have the right to:

- Withdraw consent you have previously given for us to process your data



- Request access to any information held about you
- Request data about you is destroyed
- Make a complaint directly to us or to the ICO if you are not happy with the way your data is being treated. Please request our Complaints Policy.

Contacting us

If you have any questions about this privacy notice, about the way in which we process your data, or if you wish to change the way we use your data, including how we communicate with you, then please contact us:

- Email: admin@kentcf.org.uk
- Phone: 01303 814500
- Address: Kent Community Foundation, Evegate Park Barn, Evegate, Ashford, TN25 6SX.

We will always give you the opportunity to opt out of different forms of communications from us. If you cannot see how to do so, please contact us directly.

We reserve the right to amend this privacy policy at any time.

Privacy Policy	
Status	Approved
Author(s)	Nicola File
Approved by	Board of Trustees
Date	28/11/2025
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