



THE KOHIMA EDUCATIONAL TRUST (KET)

DATA PROTECTION POLICY

The KET exists to support the advancement of education amongst the Naga people as a debt of gratitude to them for their support of British, Indian and Commonwealth troops during the Battle of Kohima.

KET holds personal information for the Charity to provide information to its supporters and deliver its charitable aims. It also holds personal information about trustees and staff sufficient to fulfil its obligations as a charity and employer.

This personal information consists of name, postal address, phone numbers and email addresses. We use the information to contact supporters about the Charity's on-going work, events organised by the Charity and to inform supporters of KET fundraising initiatives. Where a supporter has donated money for a specific purpose we will also record this to ensure the money is used for this purpose. Should a donor have 'gift-aided' their donation the amount of money in each financial year will also be recorded.

KET's charitable work in Nagaland is delivered by our sister charity registered in India, the Kohima Educational Society (KES). Where a supporter has given a donation in a specific name or in memory of another we will share the appropriate name with the KES. Unless asked not to, we share the name of the supporter with the KES as often the sponsorship recipient will want to thank the donor. We do not share any other personal information with the KES. KET does not transfer personal data to any other organisation and does not sell personal information to another organisation. Where a KET supporter has sponsored the education of a named person in Nagaland, the supporter will be informed of the name of that person. However, KET will not give the sponsor the contact details of the person they are supporting and will not give the sponsored person the contact details of the sponsor. The KES must also comply with Indian Government data protection legislation, presently embodied in India's Information Technology Act 2000.

KET is bound by the Data Protection Act 2018 and UK General Data Protection Regulations to ensure that any data it holds on individuals is relevant, accurate and not excessive. Additionally it must be fairly and lawfully processed, held for defined purposes (which we have defined above), be accurate and up to date, not kept for longer than necessary, processed in line with the data subject's rights and must be secure. To ensure this KET will:

- Inform a requesting individual of any personal data relating to them which is held by KET. Any individual wishing to exercise this right should apply in writing (including email) to the CEO. Any member of staff or trustee receiving such a request is to forward this to the CEO. A copy of personal data held will normally be provided for free.
- Update personal information as quickly as possible if it is found to be inaccurate or out of date.
- If requested by an individual, permanently delete our records of their personal information, unless required to keep it by legislation.
- Permanently delete personal information if it has been more than twelve years since a supporter has been in contact with the Charity (unless required by legislation to keep the information for longer). Contact with the Charity will include a donation, letter, email or verbal conversation with a KET trustee, member of staff or volunteer. KET has taken into account the often-infrequent nature of supporter contacts with the Charity in deciding this retention period for the information.
- Store electronic and paper based information securely, and when deleting information do so permanently in a way it cannot be recovered.

Review and maintenance of the policy is the responsibility of the Governance and Compliance sub-committee. The committee will review the policy every 2 years.

Further questions about KET’s Data Protection Policy should be sought through the CEO via email sylvia@kohimaeducationaltrust.org, or by post at the following address:

The Thatched Cottage, Newbury Road, East Hendred, OX12 8LG

Additional general information about data protection rights is provided by the Information Commissioner’s Office (ICO) www.ico.org.uk

Responsible sub-committee: Governance and Compliance

This policy was last reviewed :	November 2024
This policy was reviewed by:	Governance and Compliance Committee
This policy was approved by the Board of KET Trustees	25 November 2024
Date of next Renewal:	November 2026