

KEMS Privacy Statement - contractor: your data – what we need and why

As part of your role with KEMS we need some of your details to manage the work you do with us.

What data do we collect?

We will collect the following types of data:

<ul style="list-style-type: none"> • Name • Email address (business/personal) • Postal address (business/personal) 	<ul style="list-style-type: none"> • Phone numbers • Bank details • Photos/video footage
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We check what data we hold on individuals we work with every two years and remove it if we no longer need it. If you stop working with us, we'll make sure we stop using and/or delete any data we don't need to keep.

What do we use it for?

Any of the information listed above might be needed by us to manage your relationship with KEMS and to organise and run our activities. We won't ever use this data for anything else unless you give us your active consent for that additional use.

Do we share your data with anyone else?

- We will never give your data to third parties for that third party to use (unless we are required by law to do so for a specific purpose – e.g. for financial reporting).
- We may sometimes use third party services (e.g. Google Drive) to store or process your data but we will always make that they are reputable and secure, and that your data is kept safe.
- If a member of KEMS asks for your contact details we will only ever share them if you have consented.

What can you ask us to do?

At any time you can ask to view, update or correct any data we hold on you. You can also ask that we stop using your data or that we erase it. To request any of these, please contact the Data Protection Officer who will respond within one month.

I've got a question– who should I speak to?

The best person to speak to is the Data Protection Officer – Richard Moss

Confirmation

I am aware that KEMS will collect, hold and use some of my data for administration purposes related to my role with the group.

I consent to my contact details being shared with members of KEMS on request YES/NO

Signature:

Name:

Date: