



Kindred

Kindred LCR CIC's Privacy Notice

Our contact details

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Company:

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Phone Number:

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Date: September 2023

What/Who is Kindred?

Kindred connects, supports and harnesses local entrepreneurialism for social good. We are a CIC, owned by our members, offering hands-on, peer-to-peer support, learning and money. We are a collaborative network of socially trading organisations, providing support tailored to grow our individual and collective social impact.

Kindred LCR is a Community Interest Company, registered number **12744343**. Our ICO registration number is **ZB037089**.

The type of personal information we collect

We currently collect and process the following information:

- For Kindred Community members, STO Directory members:
 - Personal identifiers, contacts and characteristics (for example, name and contact details)
- For potential and actual investees:
 - Personal identifiers, contacts and characteristics (for example, name and contact details)
 - Company data including but not limited to:
 - Bank and other financial information relating to investment;
 - Personal identifiers and addresses of Board members and applicants/investees to facilitate due diligence.
 - Information relating to protected characteristics for EDI monitoring and action
- Employees and external contractors:

Date: xx/xx/xxxx

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Bank and other financial information
- Information relating to protected characteristics for EDI monitoring and action
- Information relating to HR functions eg, health information (employees only)

- Suppliers :
 - Personal identifiers, contacts and characteristics (for example, name and contact details)

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Membership of Kindred's collaborative community; e.g. membership, STO directory.
- To become a stakeholder, participating in Kindred's aim to engage with and grow the social economy;
- Expressions of interest for investment;
- Information, (personal, financial) necessary to make investment decisions, complete due diligence and complete payments and repayments.
- To run the organisation effectively (staffing, procurement)

We may share this information with any funders who require this information, as part of our Grant Funding Agreements. We may also share this information with other organisations and partners with whom we are working, under contract or service level agreements, on specific programmes that aim to further the aims of the Social Economy across the Liverpool City Region, the UK and internationally. Any other organisation party to this information will be equally bound by UK law. Wherever possible we will clearly set out the parameters to the sharing of this information and set reasonable time limits for its use and subsequent secure disposal. Where a partner organisation is involved, there will be a formal agreement between Kindred and the partner to guide how we capture and share information, ensuring that only essential information is involved. This agreement is reviewed regularly.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. (You can remove your consent at any time. You can do this by contacting us at info@kindred-lcr.co.uk)

(b) We have a contractual obligation.

(c) We have a legal obligation.

(d) We have a vital interest.

(e) We need it to perform a public task.

(f) We have a legitimate interest

How we store your personal information

Your information is securely stored. Data is stored in a restricted secure cloud-based location, accessible only by Kindred staff and their contractors. Kindred take reasonable measures to ensure the security of your personal information. The Company insists that all employees, agents and Board members recognise the significance of dealing with such information, including the many risks that are involved. Employees and Board members all receive appropriate training and follow our Data Protection policy and its application to the day-to-day business.

Any breach of this policy will be dealt with under the Company's Disciplinary policy.

In the case where a breach also constitutes a criminal offence, the matter will be reported to the appropriate authorities as soon as possible

We keep personal information for various time periods.

For our membership - we will keep this for the duration of your membership and for two years afterwards, or until you ask us to terminate your membership,

Investment information - the information will be kept for seven years when an investment has been made.

Stakeholder information – we will keep this for the duration of Kindred LCR CIC unless it's disposal specifically requested by you or your organisation.

We will then dispose of your information by deleting your information from our systems, shredding any confidential identifying information, and disposing of it safely and securely.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at info@kindred-lcr.co.uk if you wish to make a request under these rights.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at Kindred LCR CIC

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Policy Name	Version	Developed By	Amended	Review Date
Privacy and Data Protection	2	NH	yes	26/9/24

Date: xx/xx/xxxx

