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## **Kultivate – Privacy Policy**

### **1. Introduction**

Kultivate is committed to protecting and respecting the privacy of individuals who engage with the charity.

This Privacy Policy explains how Kultivate collects, uses, stores, and protects personal information in accordance with UK data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

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### **2. Who We Are**

Kultivate is a charitable organisation that supports young people and adults through educational, mentoring, wellbeing, and development programmes.

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### **3. Information We May Collect**

Kultivate may collect personal information including:

- Name
  - Contact details
  - Email address
  - Telephone number
  - Referral information
  - Information relating to participation in programmes
  - Communications and enquiries
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- Website usage information

Where appropriate and proportionate, limited information regarding support needs or safeguarding concerns may also be collected.

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#### **4. How Information Is Collected**

Information may be collected through:

- Website forms
  - Referral forms
  - Direct contact
  - Event registrations
  - Programme participation
  - Email communications
  - Community outreach
  - Social media interactions
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#### **5. How We Use Personal Information**

Kultivate uses personal information to:

- Deliver programmes and support services
  - Respond to enquiries and referrals
  - Communicate with participants and partners
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- Improve services and activities
  - Monitor participation and outcomes
  - Manage safeguarding responsibilities
  - Meet legal and regulatory obligations

Personal information will only be used where there is a lawful basis to do so.

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## **6. Sharing Information**

Kultivate does not sell personal information.

Information may be shared where necessary with:

- Partner organisations
- Referral agencies
- Safeguarding authorities
- Professional advisers
- Regulators or legal authorities where required

Information will only be shared appropriately, proportionately, and where necessary.

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## **7. Data Security**

Kultivate takes reasonable steps to protect personal information from:

- Loss
  - Misuse
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- Unauthorised access
  - Disclosure
  - Alteration
  - Destruction

Appropriate organisational and technical measures are used to maintain data security.

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## **8. Data Retention**

Personal information will only be retained for as long as necessary to:

- Deliver services
- Meet safeguarding responsibilities
- Fulfil legal or regulatory obligations
- Support legitimate operational needs

Information that is no longer required will be securely deleted or destroyed.

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## **9. Individual Rights**

Under UK data protection law, individuals may have rights including:

- The right to access personal information
  - The right to request correction of inaccurate information
  - The right to request deletion where appropriate
  - The right to object to certain processing activities
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- The right to restrict processing in some circumstances

Requests relating to personal information should be submitted directly to Kultivate.

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## **10. Cookies and Website Usage**

Kultivate's website may use cookies or analytics tools to improve website functionality and understand how visitors use the site.

Users may adjust browser settings to manage cookie preferences.

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## **11. Safeguarding and Legal Obligations**

In some circumstances, personal information may need to be shared to:

- Protect individuals from harm
- Fulfil safeguarding responsibilities
- Comply with legal obligations

Where possible, information sharing will be proportionate and appropriate.

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## **12. Third-Party Links**

Kultivate's website or communications may contain links to external websites. The charity is not responsible for the privacy practices of external organisations or websites.

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## **13. Changes to This Policy**

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This Privacy Policy may be updated periodically to reflect changes in legal requirements, organisational practices, or operational needs.

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#### **14. Contact**

Questions regarding this Privacy Policy or personal information handling can be directed to Kultivate through the contact details provided on the charity's website.