

Privacy Notice

Something in Kent · Registered Charity Number 1173273 · Last updated September 2026

This notice explains what personal information Something in Kent collects, why we collect it, how we keep it safe and the choices you have. It covers people who take part in our activities, people referred to us, volunteers, supporters and anyone who contacts us or uses our website.

Who we are

Something in Kent is a charitable incorporated organisation (CIO) registered in England and Wales, number 1173273. We are the data controller for the personal information described in this notice. You can contact us about anything in this notice:

- **Email:** somethinginkent@outlook.com
- **Phone:** 07738593623 (9am-5pm, Monday-Friday)
- **Post:** Something in Kent, 26 Pine Lodge, Tonbridge Road, Maidstone, ME16 8TA

What information we collect

- **When you contact us:** your name, email address, phone number and anything you tell us in your message, through our website form, email, phone or social media.
- **When you join an activity:** your name, contact details, date of birth, an emergency contact, and any health, disability or access needs you choose to tell us about so we can support you safely.
- **When you are referred to us:** information passed to us, with your agreement, by organisations such as Jobcentre Plus, Adult Social Care, GP practices, social prescribers, NHS mental health teams and housing providers.
- **Into Work Support:** information you share to help you find work, such as your CV, work history, skills and the jobs you apply for.
- **Photos and videos:** pictures taken at our activities, used only with your written consent.
- **Donations and Gift Aid:** your name, address and donation details, and your Gift Aid declaration if you make one.
- **Volunteers, staff and trustees:** application details, references and, for some roles, Disclosure and Barring Service (DBS) check results.
- **Safeguarding:** records of any safeguarding concern, kept in line with our Safeguarding Policy.

Some of this, such as information about your health or disability, is "special category" information under data protection law. We only ask for it when we need it to support you, and we take extra care to protect it.

Why we use it and our lawful basis

- **To run our activities and support you** (legitimate interests, or consent where you have given it).
- **To keep people safe**, including emergency contacts, health needs and safeguarding (vital interests, legal obligation and, for special category information, your explicit consent or substantial public interest in safeguarding).
- **To claim Gift Aid and keep financial records** (legal obligation).
- **To use photos in our publicity, website, social media and funding applications** (consent, which you can withdraw at any time).
- **To report to our funders.** We share numbers and anonymous outcomes, never your name, unless you have agreed to share your story (legitimate interests or consent).
- **To reply to your enquiries** (legitimate interests).

Who we share it with

We never sell your information. We only share it when we need to:

- with the organisation that referred you, to let them know how you are getting on, if you agree;
- with local authority safeguarding teams, the police or emergency services if someone is at risk of harm;
- with HMRC when we claim Gift Aid;
- with activity venues or transport providers, sharing only what is needed for you to take part safely;
- with trusted service providers who help us run the charity, such as our email and website hosts, who must keep it secure.

How long we keep it

We keep information only for as long as we need it. As a guide, we keep activity records for 3 years after your last contact with us, Gift Aid and financial records for 6 years as HMRC requires, and safeguarding records for as long as the law and guidance require. Photos are removed from our website and social media when you withdraw your consent.

How we keep it safe

Paper records are kept locked away and electronic records are password protected, with access limited to the staff and volunteers who need them. Everyone who works with us is trained in keeping information confidential.

Our website

Our website is hosted by WordPress.com, which uses cookies to keep the site working and to give us anonymous visitor statistics. You can control cookies through your browser settings. Links to other websites, such as Facebook, are covered by those sites' own privacy notices.

Your rights

You have the right to ask for a copy of the information we hold about you, to ask us to correct or delete it, to object to or restrict how we use it, and to withdraw your consent at any time. To make a request, contact us using the details above. We will reply within one month and there is no charge.

Complaints

If you are unhappy with how we have used your information, please tell us first so we can put it right. You also have the right to complain to the Information Commissioner's Office (ICO): ico.org.uk or 0303 123 1113.

Changes to this notice

We review this notice every year. The date at the top shows when it was last updated.