

Privacy Policy

Horizon East Africa is a joint project of Msingi, Kenya Markets Trust and Gatsby Africa. Gatsby Africa is an English charitable company limited by guarantee, established to implement the Gatsby Charitable Foundation's Africa programmes. The Gatsby Charitable Foundation is part of the Sainsbury Family Charitable Trusts (SFCT) – the operating office of 17 different independent grant-making trusts established by members of three generations of the Sainsbury family.

Keeping your personal information safe is very important to SFCT. SFCT is committed to complying with privacy and data protection laws and being transparent about how it uses personal data. SFCT has policies, procedures and training in place to help employees and volunteers understand their data protection responsibilities and follow the data protection principles.

SFCT has a nominated member of staff who serves as Data Protection Lead. If you have any questions regarding the Privacy Policy, please email dataprotection@sfct.org.uk.

How Horizon collects personal information

Horizon only collects personal information when you sign up via the Horizon website or another source to hear news about the project.

How Horizon uses personal information

Horizon will only use your personal information for the purpose which it was provided for and in ways that you would reasonably expect.

- *Raising awareness of Horizon's work* – If you opt in to the Horizon mailing list, Horizon will use the information that you provide to email you information about our events, campaigns and other items of interest. You can opt out or unsubscribe from receiving this information at any time if you wish. The legal basis for using your personal information in this way is your consent.
- *Inviting you to events* – Horizon may use your personal information to invite you to events. If you register for one of the events, Horizon will use the information you provide to process your registration and enable you to attend. Horizon may also invite you to future events. This may include sharing some of your information with third parties that are involved in running an event. Horizon may issue an attendees list at the event. The legal basis for using your personal information in this way is legitimate interest. If you choose to provide your dietary requirements Horizon may share them with third parties that Horizon uses to provide catering at events. Horizon will collect and use your dietary information with your consent.

Cookies and aggregate information

Horizon may use cookies and log files on our website to store information about how you use the Horizon website using Google Analytics. A cookie is a piece of data stored on the user's computer tied to information about the user. This information may include your IP address, geographical location, browser type and version, operating

system, referral source, length of visit, page views and website navigation paths, as well as information about the timing, frequency and pattern of your service use. This enables analysis of the use of the Horizon website and services. The legal basis for this processing is Horizon's legitimate interests, monitoring and improving its website and services.

Sharing personal information

Horizon will not sell or exchange your personal information.

Horizon will only share your personal information where required to fulfil a contract with you, or legitimate interest, where Horizon has your consent, or is required to do so by law.

Horizon may share your personal information with third party organisations who will process it on Horizon's behalf, for example a mailing house, our website administrator or printers. Everything an external service provider does is strictly governed by a contract. In addition, before Horizon shares any information with those service providers, Horizon will put in place a signed Data Processing Agreement which confirms that the personal information provided will only be used for the purposes Horizon specifies and will be processed in line with data protection legislation.

Your rights

If you no longer wish to receive communications from Horizon, please contact dataprotection@sfct.org.uk. You can also unsubscribe at any time to mailings that Horizon may send to you about its work and that Horizon thinks will be of interest to you. You may also:

- Request a copy of the information held about you. Requests should be addressed to dataprotection@sfct.org.uk. We will respond within 30 days of receiving your written request.
- Tell us to change or correct your personal information if it is incomplete or inaccurate. Please contact us at dataprotection@sfct.org.uk.
- Ask us to restrict our processing of your personal data or to delete your personal data if there is no compelling reason for us to continue using or holding this information. Please contact us at dataprotection@sfct.org.uk.
- Receive from us the personal information we hold about you which you have provided to us, in a reasonable format specified by you, so that you can send it to another organisation. Please contact us at dataprotection@sfct.org.uk.
- Object, on grounds relating to your specific situation, to any of our processing activities where you feel this has a disproportionate impact on you. Please contact us at dataprotection@sfct.org.uk.

How long we keep your personal information

Horizon will hold your personal information for as long as is necessary. Horizon will not retain your personal information if it is no longer required. In some circumstances, we may legally be required to retain your personal information, for example for finance, employment or audit purposes.

Full policy

Please see <http://www.sfct.org.uk/reports/Privacy%20Policy.pdf> for the full SFCT Privacy Policy. Please visit this page periodically to keep up-to-date with any changes in the Policy.