

# JusB Privacy Policy 2021



## **YOUR PERSONAL DATA**

### **Who are we**

JusB Ltd will be what is known as the 'controller' of the personal data you provide to use.

### **What type of information is collected from you?**

We only collect basic personal data about you which does not include any special types of information or location based information. The personal information we collect may include your name, address, email address, IP address. If you make a donation online, your card information is not held by us, it is collected by our third party payment processors, such as through Virgin Money Giving who specialise in secure online capture and processing of credit/debit card transactions. JusB only has facilities for receiving online payments through the banking system, such as for the sale of theatre tickets for charity previews at Bromley Little Theatre.

### **How is your information used**

We take your privacy seriously and may use your personal information only for the following purposes:

- process a donation that you have made, including claiming any gift aid, if eligible
- thank you letters to donors/supporters on receipt of monetary donation or gifts in kind
- updates and information about the work we do. These may include information about appeals, fundraising activities etc.
- details of organised events
- monthly prayer points to prayer reps
- information to Church reps
- collect personal information in the process of carrying out a DBS application and taking up reference checks

- maintain contact with staff, volunteers, young people, parents/carers, supporters by email, letter or telephone
- correspondence with trusts

We will only send information via the preferred method of contact (i.e. post, email or text). We will not contact you by email, phone or text message unless you have given informed consent. We will not collect any personal data from you that we do not need in order to provide and oversee this service to you. You can change your marketing preferences at any time by contacting us by email: [anne@jusb.co.uk](mailto:anne@jusb.co.uk) or telephone 0208 464 2722. Consent will also be obtained prior to photographs being taken and being posted on our website, social media or used in any publicity material.

### **Who has access to your information**

We will not sell or rent out your information to third parties or share your information with third parties for marketing purposes. All the personal data we process is processed by our staff in the UK. No third parties have access to your personal data unless the law allows them to do so. We have a Data Protection regime in place to oversee the effective and secure processing of your personal data. More information on this can be found in our Data Protection policy located on our website or by requesting a copy from 51 College Road, Bromley BR1 3PU.

### **How long we keep it**

Your information will be kept securely with us until you notify us that you no longer wish to receive any further information from us. We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations (for example the collection of gift aid). We will hold your personal information on our systems for as long as is necessary for the relevant activity or in accordance with your informed consent.

### **What are your rights?**

If at any point you believe the information we process on you is incorrect you can request to see this information and even have it corrected or deleted. If you would like a copy of some or all of your personal information, please email or write to us at the following address:-

Ned McWhirter  
Project Manager  
51 College Road,  
Bromley  
BR1 3PU  
[ned@jusb.co.uk](mailto:ned@jusb.co.uk)

We want to make sure that your personal information is accurate and up to date. If you wish to raise a complaint on how we have handled your personal data, you can contact our Project Manager who will investigate the matter. If you are not satisfied with our response or believe we are processing your personal data not in accordance within the law you can complain to the Information Commissioner's Office (ICO). Telephone 0303 123 1113.

### **Young people under 18 subject access requests**

We design the processes by which a child can exercise their data protection rights with the child in mind, and make them easy for children to access and understand. We allow competent young people from 12 years upwards to exercise their own data protection rights. If our original processing was based on consent provided when the individual was a child, then we comply with requests for erasure whenever we can. We design our processes so that, as far as possible, it is as easy for a child to get their personal data erased as it was for them to provide it in the first place. Although young people can submit their own subject access requests, parents or guardians can also exercise this right on their behalf. If the young person is 12 or over, check whether they are happy to authorise the disclosure of their personal data to their parent or guardian. We require this information for consent, contact details, emergency contacts and monitoring and evaluation purposes. We do not share this information without permission, unless required to do so by law.

## **COOKIE POLICY**

### **What are cookies?**

Cookies are small text files that are placed on your device (for example your computer or phone) by websites that you visit. They are used extensively in order to make websites work, or work more efficiently, as well as collect statistical data about your browsing actions and patterns, but do not identify you as an individual. We have a cookie disclaimer on our website which can be visited at [www.jusb.co.uk](http://www.jusb.co.uk)

This disclaimer will be shown the first time a user browses our website.

### **How we use cookies?**

We do not use cookies to gather personal information about you. We use Google Analytics and Google AdWords to get information about how you use the website. This information is stored in cookies. The cookies send that information (including your IP address) to Google, who stores it on servers in the United States.

Google uses that information to evaluate your use of the website, to produce reports on website activity for website operators and to provide other services relating to website activity and internet usage. Google may also send this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf.

Google will not associate your IP address with any other data held by Google.

By accepting cookies from this website, you consent to Google processing data about your activity in the manner and for the purposes set out above.

### **Cookies on this website and how to reject them:**

Where applicable this website uses a cookie control system allowing the user on their first visit to the website to allow or disallow the use of cookies on their computer/device. This complies with recent legislation requirements for websites to obtain explicit consent from users before leaving behind or reading files such as cookies on a user's computer / device.

You can block our cookies altogether by selecting the appropriate settings in your browser (visit [www.aboutcookies.org.uk](http://www.aboutcookies.org.uk) for more information). However, please remember that if you do this you may not be able to use the full functionality of this website.

### **Third party cookies on this website:**

When you visit a page with embedded content (for example, WIX, Thirtyone:eight for DBS checks, YouTube, Facebook etc), you may be presented with cookies from those websites. You should check the third party websites for more information about these.

### **Leaving the EU**

As of the 31<sup>st</sup> December 2020 the UK left the EU. The data sharing code of practice will be updated in due course by the Information Commissioners Office (ICO), but this was still in the transition period at the time of updating this policy.

### **Reviewing**

We keep our privacy policy under regular review and we will place any updates on our web page. This privacy policy was last updated February 2021.