

CONGREGATION OF JESUS CHARITABLE TRUST

PRIVACY POLICY/NOTICE

1. The Congregation of Jesus Charitable Trust (CJ Trust) is committed to protecting and respecting your privacy. For the purposes of the General Data Protection Regulations (GDPR) and any subsequent UK legislation covering data protection the Data Controller is The CJ Trust.

2. This Policy/Notice sets out why we collect personal information about individuals and how we use that information. It explains the legal basis for this and the rights you have over the way your information is used.

3. This Policy/Notice covers the CJ Trust including the CJ Centre, various communities and St Bede's Pastoral Centre in relation to the collection and use of the information you give to the Trust. We may change this Policy from time to time. If we make any significant changes we will advertise this on the website or contact you directly with the information. Please check this page occasionally to make sure you are happy with any changes.

4. If you have any questions about this Policy/Notice or concerning your personal information please contact either

**Either James Foster at jfoster@bar-convent.org.uk
or Hannah Thomas at hthomas@bar-convent.org.uk**

Congregation of Jesus Charitable Trust

17-19 Blossom Street

York

YO24 1AQ

01904 643238

What type of personal information we collect

5. The type and amount of information we collect depends on why we are providing it.

6. The information we collect when you make an enquiry includes your name, date of birth, email address, postal address and phone number etc.

7. If you are a supporter, for example making a donation, volunteering, registering to fundraise, signing up for an event in addition to asking for your name and contact details (your full address, email address and your phone number) we may also ask you for additional information, including bank details.

8. If you are a job applicant the information you are asked to provide is as set out in the application and necessary for the purposes of our considering the application.

How we collect information

9. We may collect information from you whenever you contact us or are involved with us for example when you:

- a. Donate to us or fundraise for us.
- b. Enquire about our activities or services.
- c. Sign up to receive news about our activities.
- d. Create or update a profile.
- e. Volunteer for us.
- f. Attend a meeting with us and provide us with information.
- g. Take part in our events.
- h. Contact us in any way including online, email, phone, SMS, social media or post.

Where we collect information from

10. We collect information of which the following are examples:

- a. From you when you give it to us directly. You may provide your details when you ask us for information or make a donation, volunteer, attend our events contact us for any other reason. Your information may be collected by an organisation we are working with, such as a professional fundraising agency, but we are still responsible for your information.
- b. When you give it to us indirectly. Your information may be shared with us by other organisations if you are fundraising for us. They should only do so in the way they have set out in their own Privacy Policy, which you should check when you give your details.
- c. When you have given other organisations permission to share it. Your information may be provided to us by other organisations if you have given them your permission. This might for example be a charity working with us or might be when you buy a product or service from a third party organisation. The information we receive from other organisations depends on your settings or the option responses you have given them.
- d. When you use our website. When you use our website information about you is recorded and stored.

How we use your information

11. We will use your personal information in a number of ways, which reflect the legal basis applying to processing of your data. These may include:

- a. Providing you with the information or services you have asked for.
- b. Processing donations you make, including processing for Gift Aid purposes.
- c. Organising volunteering activity you have told us you want to be involved in and in relation to the fundraising for us you are involved in.
- d. Sending you communications with your consent that may be of interest including marketing information about our services and activities, campaigns and appeals asking for donations and other fundraising activities and promotions for which we seek support.

- e. When necessary for carrying out your obligations under any contract between us.
- f. Seeking your views on the services or activities we carry on so that we can make improvements.
- g. Maintaining our organisational records and ensuring we know how you prefer to be contacted.
- h. Analysing the operation of our website and analysing your website behaviour to improve the website and its usefulness.
- i. Processing grant or job applications.

Our legal basis for processing your information

12. The use of your information for the purposes set out above is lawful because one or more of the following applies:

- a. Where you have provided information to us for the purposes of requesting information or requesting that we carry out a service for you, we will proceed on the basis that you have given consent to us using the information for that purpose, based on the way that you provided the information to us. You may withdraw consent at any time by emailing one of the named contacts above. This will not affect the lawfulness of processing of your information prior to your withdrawal of consent being received and actioned.
- b. It is necessary for us to hold and use your information so that we can carry out our obligations under a contract entered into with you or to take steps you ask us to prior to entering into a contract.
- c. It is necessary to comply with our statutory legal obligations.
- d. Where the purpose of our processing is the provision of information or services to you, we may also rely on the fact that it is necessary for your legitimate interests that we provide the information or service requested, and given that you have made the request, would presume that there is no prejudice to you in our fulfilling your request.

How we keep your information safe

13. We understand the importance of security of your personal information and take appropriate steps to safeguard it.

14. We always ensure only authorised persons have access to your information, which means only our staff, volunteers and contractors, and that everyone who has access is appropriately trained to manage your information.

15. No data transmission over the internet can however be guaranteed to be 100% secure. So while we strive to safeguard your information, we cannot guarantee the security of any information you provide online and you do this at your own risk.

Who has access to your information?

16. Third parties who provide services for us, for example:

- a. A doctor for medical purposes.
- b. Contracted speakers at St Bede's Pastoral Centre.
- c. Tax and pension authorities.

17. We select our third party service providers with care. We provide these third parties with the information that is necessary to provide the service and we will have an agreement in place that requires them to operate with the same care over data protection as we do.

18. Third parties if we run an event in conjunction with them. We will let you know how your data is used when you register for any event.

19. Third parties in connection with restructuring or reorganisation of our operations, for example if we merge with another charity. In such event we will take steps to ensure your privacy rights will be protected by the third party.

20. We may also disclose your personal information if we are required to do so under any legal obligation and may use external data for the purposes of fraud prevention and credit risk reduction, or where doing so would not infringe your rights, but is necessary and in the public interest.

21. Other than this, we will not share your information with other organisations without your consent.

Keeping your information up to date

22. We really appreciate it if you let us know if your contact details change. You can do so by contacting us at 17 Blossom Street, York on 01904 464923.

How long we keep your information for

23. We will hold your personal information for as long as it is necessary for the relevant activity. By way of example, we hold records of donations you make for at least six years so we can fulfil our statutory obligations for tax purposes. Please see our Records Retention Policy in the Staff Handbook.

24. Where we rely on your consent to contact you for direct marketing purposes, we will treat your consent as lasting only for as long as it is reasonable to do so. This will usually be for two years. We may periodically ask you to renew your consent.¹

25. If you ask us to stop contacting you with marketing or fundraising materials, we will keep a record of your contact details and limited information needed to ensure we comply with your request.

Your rights

26. You have the right to request details of the processing activities that we carry out with your personal information through making a Subject Access Request. Such requests have to be made in writing, and are not subject to a charge made under GDPR except in very limited circumstances, which will be explained, to you if relevant. More details about how to make a request, and the procedure to be followed, can be found in our Data Protection Policy. To make a request contact us at 17 Blossom Street, York YO24 1AQ (Tel: 01904 464923).

¹

27. You also have the following rights, which have been introduced in the UK under the GDPR since May 2018:

- a. The right to request rectification of information that is inaccurate or out of date.
- b. The right to erasure of your information, known as the 'right to be forgotten'.
- c. The right to restrict the way in which we are dealing with and using your information; and the right to request that your information be provided to you in a format that is secure and suitable for re-use, known as the 'right to portability'.
- d. Rights in relation to automated decision-making and profiling including profiling for marketing purposes.
- e. All of these rights are subject to certain safeguards and limits or exemptions, further details of which can be found in our Data Protection Policy. To exercise any of these rights, you should contact one of the above named contacts at the above address.

28. If you are not content with the way in which we have processed or dealt with your information, you can complain to the Information Commissioner's Office. Further details about how to complain can be found at ico.org.uk.

Changes to this Privacy Policy

29. This Policy may be changed from time to time. If we make any significant changes we will advertise this on our website or contact you directly with the information.

30. Do please check this Policy each time you consider giving your personal information to us.