



## Jinja DEAF

### Privacy Policy

Rev01.1

Jinja DEAF treats your privacy rights seriously. This privacy policy sets out how we will deal with your 'personal information', that is, information that could identify, or is related to the identity of, an individual.

#### What personal information do we hold?

We hold certain information about you as a supporter of Jinja DEAF. This includes:

- your name
- your email and/or postal address
- whether you have consented to receive emails and/or post
- if you have provided us with a standing order, your bank account details
- if you have provided us with a gift aid declaration, we may also hold your gift aid information

#### How do we collect this personal information?

All the information collected is obtained directly from you. You have provided us with this information in connection with the interest you have taken in Jinja DEAF's work. You have consented to our storing details of your name and email/postal address and we have a legitimate interest in storing any bank account and gift aid information. That consent and legitimate interest form the lawful bases for our collecting and storing this information.

#### How do we use your personal information?

We use your personal information:

- To send you our newsletters, other information relating to our work and other occasional communications such as invitations to events, fundraising information/appeals and enquiries relating to our seeking possible new trustees or other volunteers. Where we have an email address for you we'll send you messages by email, otherwise we will send them to you by post
- In the case of bank account information, solely for accounting purposes
- In the case of gift aid information, solely in order to claim gift aid from HMRC on donations you make to us that are eligible for gift aid

#### Who do we share your personal information with?

We may disclose information about you, including your personal information:

- Internally to trustees as required to facilitate the administration of Jinja DEAF
- Externally to MailChimp whom Jinja DEAF use to send out bulk emails (MailChimp are based in Atlanta, Georgia, USA and they agree to conform to the EU data privacy regulations)
- In the case only of information relevant for gift aid, externally to HMRC
- If we have a legal duty to disclose it for other reasons

#### How long do we keep your personal information?

In most instances your personal information will not be stored for longer than three years without seeking your consent to our continuing to hold it for longer, except that we are required to keep our

accounting records for at least six years following the end of the relevant accounting period and our records relating to any gift aid claim for at least six years following the submission of the claim. Other exceptions are instances where there may be legal circumstances that require information to be held for longer - where this is the case you will be informed as to how long the information will be held for and when it is deleted.

## Your rights

You have various rights in respect of the personal information we hold about you and these are set out in more detail below. If you wish to exercise any of these rights or make a complaint, you can do so by using our contact details given under "Contact" below

You can also make a complaint to the data protection supervisory authority in UK, the Information Commissioner's Office, <https://ico.org.uk>

- **Access to your personal information:** You have the right to request access to a copy of the personal information that we hold about you, along with information on what personal information we use, why we use it, who we share it with, how long we keep it for and whether it has been used for any automated decision making. You can make a request for access free of charge. Please make all requests for access in writing, and provide us with evidence of your identity
- **Right to object:** You can object to our processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes. Please contact us as noted above, providing details of your objection
- **Consent:** If you have given us your consent to use personal information (for example, for marketing), you can withdraw your consent at any time
- **Rectification:** You can ask us to change or complete any inaccurate or incomplete personal information held about you
- **Erasure:** You can ask us to delete your personal information where it is no longer necessary for us to use it, you have withdrawn consent, or where we have no lawful basis for keeping it
- **Portability:** You can ask us to provide you or a third party with some of the personal information that we hold about you in a structured, commonly used, electronic form, so it can be easily transferred
- **Restriction:** You can ask us to restrict the personal information we use about you where you have asked for it to be erased or where you have objected to our use of it
- **No automated-decision making:** Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. You have the right not to be subject to automated decisions that will create legal effects or have a similar significant impact on you, unless you have given us your consent, it is necessary for a contract between you and us or is otherwise permitted by law. You also have certain rights to challenge decisions made about you. We do not currently carry out any automated decision-making

Please note, some of these rights only apply in certain circumstances and we may not be able to fulfil every request.

### How do we store your personal information?

We take looking after your information very seriously. We have implemented appropriate physical, technical and organisational measures to protect the personal information we have under our control, both on and off-line, from improper access, use, alteration, destruction and loss. E.g.:

- restricting access to those trustees who need who need to communicate with supporters
- access is controlled by password protection
- using firewalls and anti-virus software
- using secure cloud systems for shared information
- careful disposal of any printed information

### Availability and changes to this policy

This policy is available on the Jinja DEAF website <http://www.jinjadeaf.org.uk>. This policy may change, although we will still conform with the regulations of the Information Commissioner's Office <https://ico.org.uk>, so please remember to check back from time to time.

### Contact

If you have any queries about this policy, need it in an alternative format, or have any complaints about our privacy practices, please contact us by email at:

**secretary.jinjadeaf@gmail.com**

or by writing to us at:

**14 Baalbec Rd, London N5 1QN**