

# JusB Privacy Notice 2024



## 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 Charities Aid Foundation (CAF) or PayPal Giving Fund Ltd, who specialise in secure online capture and processing of credit/debit card transactions. JusB do not have facilities for receiving online payments, other than through the online banking systems, where payments for the sale of theatre tickets for the charity previews at Bromley Little Theatre can be made.

### 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
- 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 available on request 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. We are obliged to retain accident report forms on young people up to the age of 23 years, as a young person has the right to claim

on this for up to 3 years after they have reached the age of 21. During this period, the information will be kept securely and after this period will be shredded.

### **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:-

Tina Jalloh  
Project Manager  
51 College Road,  
Bromley  
BR1 3PU

[tina@jusb.co.uk](mailto:tina@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 with the law you can complain to the Information Commissioner's Office (ICO). Telephone 0303 123 1113.

### **Under 18**

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 children 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. 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](http://www.aboutcookies.org) 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 (from, for example, 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 EU GDPR is an EU Regulation and it no longer applies to the UK. The General Data Protection Regulation has been kept in UK law as the UK GDPR.

**Reviewing**

We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated January 2024.