

# Lions Club of Jersey Privacy Notice

## Who we are

We (or 'us') means Lions Club of Jersey, a registered charity (number AJC24) with the Association of Jersey Charities. We run the annual Swimathon and other fundraising events and we provide funding to good causes. We are registered with the Office of the Information Commissioner in Jersey Office as a data controller (No 15679).

We are committed to protecting your personal information and privacy. This Privacy Policy describes how we collect and use your personal information. We may update this Privacy Policy from time to time so please check back periodically. We will notify you of significant changes by placing a notice on our website. By contacting us, using our services or visiting our website you're agreeing to be bound by this Policy. If you have any queries about this Privacy Policy, please contact us at: [info@lionsclubofjersey.co.uk](mailto:info@lionsclubofjersey.co.uk)

## Your privacy

Everyone has rights with regard to the way in which their personal data is handled. During our activities, we will collect, store and process personal data about people taking part in fundraisers, supporters, people we provide funding to, people requesting funding and other limited third parties, and we recognise that the correct and lawful treatment of this data will maintain confidence in the charity.

Your personal data, which may be held on paper or on a computer or other media, is subject to certain legal safeguards specified in the Data Protection (Jersey) Law 2018 and equivalent EU regulations. This policy and any other documents referred to in it, sets out the basis on which we will process any personal data we collect from you or that is provided to us by yourself or other sources. This policy sets out rules on data protection and the legal conditions that must be satisfied when we obtain, handle, process, transfer and store personal data.

## How do we collect personal information?

We collect personal information about you when you interact with us for example when you visit our website, agree to take part in fundraiser, request funding from us.

## What personal information do we collect?

Personal information we collect about you may include your name, postal address, email address, phone numbers. We do not generally collect "sensitive personal data" about you. However, we may on occasion collect such information that you provide to us in regards your specific needs for funding e.g. your medical or financial needs; such as a need for an adjustable bed, or a new cooker).

We may also collect information about how our website is used and track which pages users visit. We use this information to monitor and improve our website. Where possible we use anonymous or aggregated data that does not identify individuals. See further information about cookies below.

## How do we use personal information?

We use the personal information collected from you for these purposes:

- to manage and organise fundraising events;
- to publicise our charitable work;
- to assess if a cause meets our criteria for providing support;
- to enable us to run our charitable programmes (e.g. Easter Fruit and Flowers, Christmas Appeal, etc.); and
- For maintain our records of who we have provided funding or support to.

### **Lawful basis for processing your personal information**

Our lawful basis for processing and holding personal information is 'legitimate interest' as it is necessary for us to use this information in order to provide you with our services.

### **Do we provide information to other parties?**

We will never sell your data to any third party nor will we share your details with other entities for marketing purposes.

We do share limited information with Lions Clubs International, Jersey Christmas Appeal and other Charities in connection with providing support to community and individuals.

We will only share information with other organisations where we have your permission to do so in accordance with this Privacy Policy or where it is necessary for a legitimate reason connected with the services we offer, or where it is required by law or regulation.

Sometimes, we may need to share your information with a small number of trusted partners but only for the purposes outlined above (e.g. a supplier that processes donor forms or a supplier that processes payments securely).

### **Your choices**

You have a choice about whether or not you wish us to retain your data, please contact us if you would like to have it removed.

### **Data security**

We are committed to keeping your personal information safe and secure and we have technical measures in place to help protect your information. We will put in place reasonable procedures and technologies to maintain the security of all personal data from the point of collection to the point of destruction. Personal data will only be transferred to a data processing company if they are approved by us and agree to comply with these procedures and policies, or if they put in place adequate security measures.

### **Where your data is held**

Your personal data is held on secure servers operated by agencies contracted by us. The third party providers we use are Microsoft (for email, backup and storage), Just Giving (where donations can be made), and Ionos (who host our website). Additionally some limited information is also maintained on the personal computers of our members and on their personal emails.

### **Cookies**

Cookies are small text files stored on your device when you access most websites on the internet or open certain emails. Among other things, cookies allow a website to recognise your device and remember if you've been to the website before. We use the term cookie to refer to cookies and technologies that perform a similar function to cookies (eg tags, pixels, web beacons, etc). Cookies can be read by the originating website on each subsequent visit and by any other website that recognises the cookie.

We use these to improve our user's experience of our website, temporarily store data and understand the parts of the website that users are visiting. We use cookies in order to make our website easier to use and, to support the provision of information and functionality. Cookies are also used to help us gather statistics on the use of our website anonymously, as well as to provide us with information about how the website is used so that we can make sure it's kept as up to date, relevant and error free as we can.

By using our website you agree to our use of cookies, including setting and reading cookies on your device. You can choose to restrict or block cookies through your browser settings at any time. For more information about how to do this, and about cookies in general, you can visit [www.allaboutcookies.org](http://www.allaboutcookies.org) and [www.youronlinechoices.eu](http://www.youronlinechoices.eu)

Whilst certain cookies may be set as soon as you visit a website, you can remove them using browser settings - but this may impact the functionality or performance of the website. Please note that third parties (including, for example, advertising networks and providers of external services like website analysis services) may also use cookies, over which we have no control, although we may receive services from these third parties (including, for example, for targeted advertising purposes and website analytics).

### **How you can update your information**

The accuracy of your information is important to us. We strive to keep all data held as accurate as possible and we periodically contact people to validate accuracy and update our records with any amendments (e.g. for the provision of Easter fruit and flowers to people living on their own). If you believe we hold inaccurate data about you, please contact us to have it amended.

### **Subject Access Requests**

You have the right to request a copy of the information we hold about you; before we are able to assist with your request, we need you to confirm your identity and what data you require.

Following your request, we have a 30 day time frame to provide you with the information. If we need to contact you to ask you to define, narrow or modify your requirements this could result in an extension of a further 60 days whilst we examine your request.

### **Complaints**

If you are unhappy with our use of your personal data, you have the right to complain to the Office of the Information Commissioner. We would encourage you to contact us in the first instance so we can attempt to resolve any concerns.

Any questions about the operation of this policy or any concerns that the policy has not been followed should be referred in the first instance to us at [info@lionsclubofjersey.co.uk](mailto:info@lionsclubofjersey.co.uk).