



## Jersey Mencap Privacy Policy

Jersey Mencap are committed to protecting and respecting your privacy. This policy applies to all personal data collected under the Data Protection (Jersey) Law 2018 and the Data Protection Authority (Jersey) Law 2018.

Should you have any queries, please contact us:

Jersey Mencap Office, Howard Davis Farm, La Route de la Trinite, Trinity, Jersey JE3 5JP.  
Telephone: 01534 866622 Email: [info@jerseymencap.org](mailto:info@jerseymencap.org)

**Jersey Mencap** will be what is known as the 'Controller' of personal data you provide to us.

### **For Jersey Mencap members:**

If you attend Jersey Mencap activities we collect you to provide your personal information that will help us not only to keep you up-to-date with all our activities.

We collect personal data about you which includes name, addresses, email addresses, telephone numbers including emergency contact and care provider (if any) and date of birth.

### **Why we need your data**

We need to know your personal data so we can contact you any Jersey Mencap activities or events you attend and/or to keep you up to date with event information and newsletters. We will not collect any personal data that we do not need.

We do not share your data beyond what is agreed as necessary for the provision or operation of our services to you.

There are circumstances where we might share anonymised data (not identifying you) for research and analytical purposes.

There are legal and regulatory circumstances where we may be obliged to share data, for example with Court, Police or Regulator.

### **What we do with your data**

All the personal data we hold is processed by Jersey Mencap staff.

No third parties have access to your personal data unless we are required to comply with a legal or regulatory obligation.

### **How long we keep your data**

Your personal data will be kept until you notify us that you no longer wish to use our services and/or to receive event information or news updates.

Under the Data Protection (Jersey) Law 2018 all individuals have the right to have their personal data erased. Individuals can make a request for erasure verbally or in writing and we will respond to this request within one month.

### **Projects**

Jersey Mencap runs projects for adults with a learning disability – we aim to offer more choice, opportunity, friendship and inclusion to our members. Jersey Mencap projects are: Jersey Mencap Social Club, The Pond Project, Taking Part Making Art and Book Club. You can unsubscribe from event information or newsletters at any time via phone, email or our website.

### **For donors, supporters & volunteers:**

If you are a donor we will only hold the information regarding your donation that you have supplied. This might include your name, address, email and telephone numbers. Wherever possible, we will confirm safe receipt of your donation in writing or email unless you have expressed otherwise. This information will not be shared with any third party unless we are required to comply with a legal or regulatory obligation.

For volunteers we will collect details including your name, address, email, telephone numbers, DOB and details of your DBS Certificate and any relevant training such as First Aid certificate and Safeguarding.

### **Concerns or complaints**

If at any point you believe the information we process on you is incorrect you can request to see this information (this is called **access**) and have it corrected (this is called **rectification**) or deleted (this is called **forgotten**).

If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated at [\*\*info@jerseymencap.org\*\*](mailto:info@jerseymencap.org)

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 Office of the Information Commissioner [\*\*www.oicjersey.org\*\*](http://www.oicjersey.org)

We keep this policy under regular review and may, at any time, revise this privacy statement. Where there are material changes to this privacy policy we will use reasonable endeavours to update you of these. This policy was last updated in January 2021.

### **Jersey Mencap**

Howard Davis Farm, La Route de la Trinite, Trinity, Jersey, Channel Islands JE3 5JP

Tel: 01534 866622 email: [\*\*info@jerseymencap.org\*\*](mailto:info@jerseymencap.org) [\*\*www.jerseymencap.org\*\*](http://www.jerseymencap.org)





JERSEY CHARITY  
COMMISSIONER

