



JOHN THORNTON YOUNG ACHIEVERS FOUNDATION

PRIVACY POLICY

The purpose of this policy is to describe to you how we at the John Thornton Young Achievers Foundation (JTYAF) collect use and safeguard your personal information.

The JTYAF is a registered charity no. 1125277

How We Collect your Information.

The only information that we hold about you comes from yourselves. The information that we hold will depend on the way that you have engaged with us. For example, if you have made an application for funding, donated money, accessed our web site, "opted in" for our electronic newsletter, or contacted us by post or face to face. You may have also made purchases from our web site shop or volunteered to help at one of our events. We will also receive your information from Third Parties such as JustGiving, Virginmoneygiving, the Bournemouth Marathon Festival and other organisations that you provide information to when you donate or register.

We may also collect information if you stage an event for us, access our web site or send us emails.

What Information do we hold?

We only hold basic information on you which you have supplied to us. This could include, name, address, telephone number and email address. If you are an award applicant, we will additionally hold your age.

By giving this information, we accept your consent as the legal basis to process your personal data for the specific purpose that it was given, but for no other purpose.

We do not hold bank or credit card details.

We may collect details of your visits to our website and engagement with our MailChimp e-newsletter including traffic data, location data and the web blogs that you access.

How We Use Your Information.

If you are an award applicant, we will use your information to enable us to process your application or request.

We may also use your information to process donations or to send you any goods that you may have ordered.

We may also use it to help administer your event or challenge participation.

Your data may also be used to process Gift Aid applications.

Additionally, we may provide you with information about the progress of the JTYAF and upcoming fundraising and social events.

We will also send you our electronic newsletter if you have "opted in" and requested us to do so. Should you no longer want to receive these updates then please use the unsubscribe link, which can be found at the foot of the document.

Sharing Your Information

We will never sell or share your details with any third parties for marketing purposes.

We may, however, share your details with: -

Event or participation organisers for the purposes of assisting participation in that event.

With any supported organisation e.g. Dorset and Wilts Air Cadets, Ferndown Upper School etc to validate applications or to consider the suitability of an applicant.

With HMRC for Gift Aid purposes.

Use of personal data for JTYAF public relations purposes will only be with the prior permission of the Data Subject.

Information Storage.

All your personal information will be stored on systems owned by the JTYAF although some systems (e.g. Mail Chimp, One Drive) are supplied by third parties. The information on those systems will only be stored in the EU or in a country that has been approved by the EU as having appropriate Data Protection laws.

Information Retention.

Your information will be held by us in accordance with the JTYAF "Document Retention/Disposal Guide". This shows that information will be held for 6 years (Statutory reasons) or for as long as we are still in communication/dialogue with you. Your information will then be safely deleted from our systems.

You have the right to request that your information is deleted and no longer used by us. We may however retain some of those records for Statutory reasons. If you are unhappy about the way in which we are using your information or are handling your request, then please contact us again to see if the problem can be resolved. If no satisfactory outcome can be achieved, then you have the right to raise the issue with the Information Commissioners Office.

How you can Access Your Information

If you would like to access a copy of the information that we hold about you then please email the JTYAF Chair at enquiries@jtyaf.org.

Your Rights.

The Data Protection Act 2018 gives you certain rights over your information and how we use it. These include: -

The right, in certain circumstances, to have personal data rectified, blocked, deleted or destroyed. However please note that in some cases we have a statutory duty to retain some of your information. E.g. Gift Aid records and Accounts information to comply with HMRC regulations or when required to do so by the Charities Commission.

The right to prevent your data from being used for direct marketing.

The right of portability of your data.

If you wish to exercise any of these rights, please contact the Charity by writing to: - JTYAF, PO Box 7124, Ferndown, Dorset, BH22 2BD or by emailing enquiries@jtyaf.org.

Complaints.

If you have any questions or concerns about how we use your personal information, then please contact the charity as above and we will endeavour to resolve any issue or complaint in a conciliatory and considerate manner and try and remedy any legitimate concerns.

If you are still not satisfied with the outcome, then you have the right to refer the matter to the Information Commissioner.

You can contact the Information Commissioner by writing to the following address; -

The Information Commissioner,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF

The Information Commissioners Office can also be contacted via <https://ico.org.uk>

Data Breaches.

In the unlikely event of a data breach the JTYAF will notify the Information Commissioners Office immediately.

Subject Access Requests and Consent.

From January 2018 "JTYAF Award Applicant – Your Personal Information", and "JTYAF Volunteer – Your Personal Information" forms will be in use. If you would like an example of each form please contact the JTYAF.

Any Data Subject requesting information about the details we hold will be provided with a copy of the form once their identity has been verified.

In response to requests from data subjects whose information was collected before January 2018 we will issue details on an Excel document. This will provide the data subject with the data we hold and will also be used if portability of information is requested. This will only occur once their identity has been verified.

Use of Cookies.

We may use cookies and similar technologies on our website. Cookies are small text files that may be stored on your computer or mobile device when you visit our website. Cookies do many things such as letting you navigate between our web pages easily and efficiently and remembering your preferences. We use cookies to track your use of our site, but we do not use cookies to make decisions about you or to send you any marketing information electronically.

To see more about our cookies, use please see our [Cookie Policy](#).

Changes to Our Privacy Statement.

Whenever we are required to make any changes to our Privacy Policy we will reflect that on our website so that you are kept aware of what information we hold and how it will be used.