



PRIVACY POLICY

Introduction

Jewish Blind & Disabled ('JBD') is committed to protecting and respecting your privacy. This policy (together with any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our practices regarding your personal data and how we will treat it.

The website <http://www.jbd.org/> is owned and operated by JBD.

Information we may collect from you:

We may collect personal information from you in the following ways:

- When you make a phone call or send an e-mail to seek information about our services
- Recruitment and employment, including agents, suppliers and contractors
- When you have donated to us via any method whether directly or indirectly
- You have used our services or benefited from the Charity anyhow including tenancy
- Through our use of Cookies on our website (please see Cookies section below)
- Through your request for publications and other marketing materials
- Through your request for information about our services and related topics and events
- Through your registration for events
- Through your contacting us with enquiries and comments
- Through tickets purchasing
- Through volunteering and event attendance
- If you are a next of kin of our staff or tenants we may have your data that the tenant or staff has given us.

If you take one the steps mentioned above, we may collect and process personal information about you such as:

- Your name, address, email address and other contact information
- Records of your correspondence with us, if you have contacted us
- Health data
- Protected characteristics
- Interests



- Donation history
- Financial information
- Details of your visit to the website
- Multimedia files such as photographs and video footages
- Information about your service user experiences and
- Any other information provided to us when you contacted us for submitting an application for tenancy, such as health information including details of disability and Safeguarding necessities or other circumstantial details.

Information others may share with us about you:

We never buy personal data from third parties or trade data with other charities. However, there are times when we have to report to our funders and regulators or other relevant bodies how we have used our funds/budgets and in those circumstances, we will report your information either aggregately or anonymously.

Where we store your personal data:

The data that we collect from you may be transferred to, and stored at, our servers in the UK. It may also be processed by persons operating in the EEA who work for us or an organisation we have instructed. If we do send your personal data outside the EEA we will take steps to ensure that the recipient implements appropriate measures to protect your information.

Uses made of the information:

We will process any of your personal data, in accordance with our obligations under applicable data protection laws and regulations, for the following reasons: to provide you with the services you have requested; to comply with applicable laws and regulations; for administrative purposes; to assess enquiries; and to provide you with information about us and our services. If, at any time, you do not wish to receive further information about us and our services, contact us at dataprotection@jbd.org

How long we keep your information:

We retain the personal data processed by us in a live environment for as long as is considered necessary for the purpose(s) for which it was collected (including as required by applicable law or regulation).



In addition, personal data may be securely archived with restricted access and other appropriate safeguards where there is a need to continue to retain it.

Disclosure of your information:

We will never disclose your personal information to third parties unless we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply any agreements; or to protect the rights, property, or safety of JBD, or others. This includes exchanging information with other organisations for the purposes of safeguarding or other statutory regulations we have to comply with.

Your Rights:

You have the right to ask us not to process your personal data for marketing purposes. We will obtain your consent for e-marketing purposes. You can exercise your right to control your data at any time by contacting us at dataprotection@jbd.org

Accessing your Information:

You can request to see a copy of the information we hold about you via the form provided on the website. Please complete and send the form to dataprotection@jbd.org. We will endeavour to respond to your request within 30 days of confirming your identity.

IP Addresses:

JBD may collect information about your computer, including where available your IP address, operating system and browser type, for system administration. This is statistical data about our users' browsing actions and patterns, and does not identify any individual.

Cookies:

JBD's website uses cookies to record visits to the website. This helps us to improve the website and provide you with a good experience when you browse the website. Please see our Cookies Policy for more information.

Changes JBD privacy policy:



This Privacy Policy was last updated on 25th May 2018. JBD reserves the right to vary this privacy policy from time to time. Such variations become effective on posting on this website.

Your subsequent use of this website or submission of personal information to will be deemed to signify your acceptance to the variations.

Contact:

Questions, comments and requests regarding this privacy policy should be addressed to dataprotection@jbd.org.

We hope that you won't ever need to, but if you do want to complain about our use of personal data, please send an email with the details of your complaint to dataprotection@JBD.org and addressed to our Data Protection Officer, Ms. Tara Jay. We will look into and respond to any complaints we receive.

You also have the right to lodge a complaint with the UK data protection regulator, the Information Commissioner's Office ("ICO"). For further information on your rights and how to complain to the ICO, please refer to the ICO website <https://ico.org.uk/concerns>

If you need further information about JBD and how we manage your personal data please visit:

- 1- Our Cookies Policy
- 2- Contact us page where you can contact our individual departments and centres and enquire about their Fair Processing Notices/Privacy Statements