



Privacy Notice

This privacy notice tells you what to expect when our organisation collects personal data, and how to contact us should you wish to discuss any aspect of how we handle that data.

The Organisation

Autism Jersey

Registered Charity No. 32

AJC (Association of Jersey Charities) No. 268

Data protection officer

Although the nature of our business does not oblige us to appoint a Data Protection Officer, we do have an allocated staff member for data protection queries and overseeing all our data protection. This staff member is Julie Barras, Head of HR & Administration.

The best means of contact for any query regarding data protection is via email to ajadmin@autismjersey.org or by phone on +44 1534 871888.

If you have any questions or concerns regarding how we work with personal data, please do not hesitate to contact us via the email or phone number.

How we use your information

Autism Jersey is a 'data controller' and gathers and uses certain information about you. Only the data that we need is stored, processed, and then deleted when it is no longer required. The primary collections of data we use are as follows. Unless otherwise stated, we do not pass this data to anyone else, and the data is stored on our servers in Jersey. If you would like more detail, please do contact us.

Employee and volunteer data

We store personal data on our employees and volunteers so that we can run the charity and pay our employees. This includes names and contact details, pre-employment screening information, performance and disciplinary data, and health information and bank details; it also includes emergency contacts and next-of-kin information as provided to us by each employee. We retain data for former employees only for as long as we are required to by law, and where there is no statutory retention period, we use the CIPD's best practice guidelines.

Service user data

We store and process service user's data in order that we can correspond with you. When we have not had contact or you have not used our services for two years or longer, we will delete your personal data from our systems.

Marketing data

Where we use data for marketing and we need your consent to do so, we keep a record of that consent for as long as you choose to receive that data. If you withdraw your consent for one, some or all our mailing lists we will take you off the list and will record the fact that you have done so for audit purposes.

Data processors

Data processors are third parties who do work on our behalf using personal data we provide to them. They cannot do anything with your personal data unless we instruct them to do so (which includes sharing your data with others), and they must store the data securely and delete it when it is no longer required.

Information security

Our IT systems are located in secure data centres to protect them against theft and environmental risks (flood, fire, power cuts, etc.). All our computer systems run up to date anti-virus software, and system updates are applied regularly to protect against potential security problems. All the user login IDs on our systems are restricted so that each user has access only to the data that he or she requires.

Security on mobile devices

All our laptops' hard drives are fully encrypted, so the data held on them is safe should one be lost or stolen. Our staff have access to their work email from their mobile phones, which we secure with a Mobile Device Management system, so we can remotely wipe any device if it is lost or stolen.

Internet interaction

Our website

We use Google Analytics to collect standard log information, along with data about how people use our web sites. The information does not identify anyone, and nor do we attempt to find anyone's identity from the information. If we do want to collect personally identifiable information through our web sites, we will be open and transparent and will explain what we plan to do with it.

We use cookies on our Web site, both to make it work and to provide a good customer experience. You can tweak the settings on the site to suit your privacy preferences.

Social media

We use LinkedIn, Facebook, Instagram, and Twitter to post news and information, and to look at the

profiles of people who apply for employment with us (though we do not take copies of any of that information). We do not use social media to (for example) build mailing lists.

If you send us a direct or private message via social media, we will erase it after three months.

People who email us

We monitor any emails sent to us, including file attachments, for security threats such as phishing scams, viruses, or other malicious software. Please note that you have a responsibility to ensure that any email you send us is within the bounds of the law.

Contact for data protection purposes

You have several rights under the laws of data protection. As we mentioned earlier, please contact the Data Protection officer by email or phone if you have any queries or concerns. We retain a log of requests that we receive and remove entries after one year.

Right of access

You can contact us to request a copy of any personal data we hold about you on our systems or in our files, along with information about what we use it for. We must respond to you in a reasonable time, and always within a month. Unless the request is particularly complex or onerous there is no cost to you for making these requests.

Right to rectification

We must ensure that the data we hold about you is accurate. If you tell us that something is wrong, we will correct it and then confirm to you that we have done so.

Right to erasure

If you ask us to erase your personal data, we must do so unless there is a legitimate reason for us to keep it. For example, if you choose to withdraw your consent regarding marketing mailings we'll remove you from our mailing lists, but if (say) you're also a service user and we need some of your personal data in order to satisfy our contract with you (for example to interact with you), we'll keep just the information we need for those purposes.

Right to restriction of processing

If there is some dispute between you and us regarding the use of your personal data, you have the right to ask us to restrict the processing of your data. This means we can continue to store it, but we cannot do anything else with it until the dispute is resolved. We will inform you prior to beginning processing once the restriction has been removed.

Our recruitment processes

We are the data controller for any information you provide as part of our recruitment process. All the information you provide during the process will only be used for the purpose of processing your application, or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes, and your data will be stored on our IT systems in Jersey.

We may look up applicants' profiles on social media, though we do not copy that information or store it on our systems.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for. The information we ask for is used to assess your suitability for employment: you do not have to provide what we ask for, but it might affect your application if you do not.

Unsuccessful applicants' data will be retained for no more than three months and then deleted.

Complaints

This privacy notices is designed to be clear and concise. We are happy to provide any additional information you need: please contact us via email or phone using the contact details in the *Data protection officer* section, above.

Should you have any cause for complaint, please write to us at:

Data Protection Officer, Autism Jersey, Century Buildings, Patriotic Place, St Helier JE2 3AF.

If you are dissatisfied with the way in which your complaint has been handled you may contact your local data protection supervisory authority, or write to our local Information Commissioner:

Office of the Information Commissioner

2nd Floor

5 Castle Street

St Helier

Jersey

JE2 3BT