

# FGSJ Privacy & Security Policy

The privacy and security of your personal information is extremely important to us. This privacy policy explains how and why we collect and use your personal data, to make sure you stay informed and can be confident about giving us your information. It also tells you how we store your data, who has access to it and when we destroy it.

We will keep this page updated to show you what we do with your personal data. This policy applies whether you are a supporter or a member of the Friends of the Georgian Society of Jamaica, whether you visit our website, email or write to us.

We will never sell your personal data and will only share it with organisations we work with when it is necessary and the privacy and security of your data is assured.

## Who are 'we'?

In this policy, whenever you see the words 'we', 'us', 'our', 'FGSJ', they refer to The Friends of the Georgian Society of Jamaica.

The Friends of the Georgian Society of Jamaica is a charity registered in the UK - No. 1074915. It is a company limited by guarantee, registered in England and Wales - No. 3447992.

If you have any questions in relation to this privacy policy or how we use your personal data they should be sent to [fgsjdpo@gmail.com](mailto:fgsjdpo@gmail.com) or addressed to the Data Protection Officer, Friends of the Georgian Society of Jamaica, c/o Peregrine Bryant Architects, The Courtyard, Fulham Palace, Bishops Avenue, London, SW6 6EA.

## What personal data do we collect?

Your personal data (any information which identifies you, or which can be identified as relating to you personally (for example, name, address, phone number, email address) will be collected and used by us. We will only collect the personal data that we need to further our charitable activities.

We collect personal data in connection with specific activities such as membership requests, donations, or events we organise from time to time.

You can give us your personal data by filling in forms available through our website, by booking for events via Eventbrite (or similar ticket purchasing or fundraising website), by corresponding with us by email or post, or by joining as a member or becoming a supporter.

The personal data you give us may include title, name, address, date of birth, age, gender, demographic information, email address, and telephone numbers. Financial information may include payment information such as credit or debit card or standing order details, and whether donations are gift-aided.

We may automatically collect the following technical information including the Internet protocol (IP) address used to connect your computer to the Internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform and if you access our website via your mobile device we will collect your unique phone identifier.

We may collect information about your visit to the website, including, but not limited to the full Uniform Resource Locators (URL) and query string, clickstream to, through and from our website (including date and time), products you viewed or searched for, page response times, download errors, length of visits to certain pages, page interaction information (such as but not limited to, scrolling, clicks, and mouse-overs), methods used to browse away from the page. We may collect the terms that you use to search our website. This data helps us to provide you with the information you need and the society to further its charitable purposes.

## **How we use your personal data**

We will only use your personal data on relevant lawful grounds as permitted by the EU General Data Protection Regulation (from 25 May 2018), the UK Data Protection Act and Privacy of Electronic Communication Regulation.

Personal data provided to us will be used for the purpose or purposes outlined in any fair processing notice in a transparent manner at the time of collection or registration where appropriate, in accordance with any preferences you express. If asked by the police, or any other regulatory or government authority investigating suspected illegal activities, we may need to provide your personal data to them.

Your personal data may be collected and used to help us deliver our charitable activities, maintain our membership list and collect subscriptions due, help us raise funds, or complete your booking, order or request.

## **Marketing communications**

Your privacy is important to us, so we will always keep your details secure. We would like to use your details to keep in touch about things that may matter to you.

If you choose to hear from us we may send you information based on what is most relevant to you or things you've told us interest you. We may also show you relevant content online. This will only be for the charitable activities allowed by the FJSG Memorandum and Articles of Association. This might be about membership, events, conservation work and fundraising.

We will only send these to you if you agree to receive them and we will never share your information with companies outside the FGSJ. If you agree to receive marketing information from us you can change your mind at a later date.

However, if you tell us you don't want to receive marketing communications, then you may not hear about events or other work we do that may be of interest to you.

## **Your right to a copy of your data**

You may at any time request us to provide you with a copy of the data we hold about you by writing to The Data Protection Officer, Friends of the Georgian Society of Jamaica, c/o Peregrine Bryant Architects, The Courtyard, Fulham Palace, Bishops Avenue, London SW6 6EA.

## **Security of your data**

We will keep your data securely and if you request us to delete it we will remove it from our records. All data is held securely on cloud storage to which only a limited number of approved persons have access.

## **Data Retention**

We will retain your data for as long as you are a member of the FGSJ or have requested us to keep you notified of events and matters of interest. If you cease to be a member we will retain your information according to UK accountancy rules for up to six years from the end of the financial year to which they relate. After this they will be deleted. If you are a subscriber to our mailing list, but not a member, your details will be removed from the mailing list when you unsubscribe from the list. Computerised records will be deleted from data storage, paper records will be securely shredded.

Last updated 22 May 2018 by Anne M Powers (FGSJ DPO).