

## OUR PROMISE

Junction12 (J12) (we) promise to respect any personal data you share with us and keep it safe.

We aim to be clear with you about how we will use your data and not do anything you wouldn't reasonably expect. J12 is the "data controller" and the person any data refers to is the "data subject". We decide how personal data is processed and for what purposes. You have various rights as explained below.

## YOUR DATA

We collect the minimum amount of personal data to allow us to effectively serve the aims and objectives of Junction12 i.e. to support young people of senior primary and secondary school in the East End of Glasgow. In particular, we seek to ensure the physical, emotional and spiritual well-being and development of children and young people.

The following tells you what data we may process and the lawful basis for processing your data.

The main basis for processing your data is to further the legitimate interests of both you and J12. In effect this means we collect your personal data to:

- Keep you informed of J12 activities through social media, emails, newsletters, etc.  
This is your contact details: name, address, telephone numbers and email. This means we may share your contact details with J12 staff and volunteers, and others directly involved in the support of J12. We may provide your details to technology facilities providers in order to use efficient and effective means of communications.
- Support fundraising, maintain records and our financial accounts, administer donations and, where applicable, claim gift-aid monies.  
This is your contact details (as above), tax status (for Gift Aid purposes), financial donations and bank account details if you want us to contact your bank/building society. Any personal financial data is only retained in so far as meeting the requirements of gift-aid and accounting administration. The data is only shared with HMRC and remains in the UK. We will retain the data in order to be compliant with HMRC regulations.
- Assist in any volunteering application you may make.  
This data is whatever personal information you provide to support your application to volunteer with J12. This data will include your personal statements about your personal details, your faith, your volunteer references, your relevant skills and other such data. This data may be shared with J12 staff and volunteers and others directly involved in the support of J12.

In the following instances we will process your data based on your explicit consent.

These are to:-

- Assist with attending group work, camps, holidays, events, outings, etc. (either based in school or out of school)

We will process data related to volunteer or children's medical details (e.g. medicines, allergies, long-term or short-term illness or conditions including behavioural aspects) and other details relating to volunteers or children's health and well-being. We will take special care to ensure this type of data is adequately protected and shared only with individuals who are concerned to promote volunteer or children's health and well-being. We will share medical data with health professionals in the event of an emergency. In the case of medical details, we will always seek consent to the processing of such data.

- Publicise the work of J12 via our website and other social media as well as providing public information on J12 activities.

This may include your photographs, comments, audio/video, etc related to your J12 activities. However, we will never use your data in any way that would threaten your safety and security or in any way pose a risk to you.

We may also process your personal data to comply with UK laws, regulations and good practice. For example, to comply with charity regulations, to carry out checks in accordance with the Protection of Vulnerable Groups Scheme and to share data with public authorities for the purpose of safeguarding and other lawful enquiries.

In the case of activities supported or managed by SU Scotland we will generally ask you to register directly with SU Scotland and provide your personal information direct to the organisation under their own terms and conditions. However, there may be instances where we share your data with SU Scotland to facilitate and support your attendance at camps/holidays and SU Scotland events.

We will aim to retain your data for no longer than 8 years (but may be longer if required by law) or until you ask us to destroy it (if earlier). We will only ever collect and share your data in other circumstances if we have your explicit and informed consent.

## YOUR PROTECTION – WHAT WE DO

We ensure that there are appropriate physical and technical controls in place to protect your personal details. This means paper records will be protected from unauthorised access and data held on computers and peripheral equipment will be protected to an acceptable standard as required by the Information Commissioner's Office. Any personal data shared with J12 staff and volunteers and others directly involved in the support of J12. We will periodically review these provisions.

## YOUR PROTECTION – WHAT WE DO NOT DO

- We don't collect, store or analyse data related to your visits to our website. You control what cookies you accept when visiting our website. Please review your computer browser for details on how to control these.
- We don't share your personal data with any organisation other than those stated above (i.e. with SU Scotland staff and volunteers, and others directly involved in the support of J12 and technology providers).
- We don't use external agencies to analyse your web activity or in any way seek to profile your activity for any fundraising advantage or other purpose.
- We don't use publicly available sources to keep your records up to date; for example, the Post Office's National Change of Address database. We really appreciate it if you let us know if your contact details change.

## YOUR RIGHTS

You have a right to ask us to stop processing your personal data. If it's not necessary for the purpose you provided it to us for (e.g. processing your gift-aid donation with HMRC) we will do so. Call us on 0141 770 9028 or email [admin@junction12.org.uk](mailto:admin@junction12.org.uk) if you have any concerns.

You have rights to withdraw any consent you have previously given or object to our use of your data. You may also ask us to restrict the use of your data or ask us to erase your data.

You have a right to ask for a copy of the information we hold about you. If there are any discrepancies in the information we provide, please let us know and we will correct them.

If you want to access your information, send a description of the information you want to see and proof of your identity by post to: Project Leader, Subject Access Request, Junction12, 176 Smithycroft Rd, Glasgow G33 2RF. We do not accept these requests by email to ensure we only provide personal data to the right person.

You also have a right to complain. In the first instance please send any complaint to [admin@junction12.org.uk](mailto:admin@junction12.org.uk). We will respond to complaints within 30 days. We will complete our review without undue delay and inform you of the outcome. If you are not satisfied with our action, you may also complain to:

The Information Commission – Scotland, 6<sup>th</sup> Floor, Quatermile One, 15 Lauriston Place, Edinburgh, EH3 9EP. Telephone: 0303 123 1113. email: [scotland@ico.org.uk](mailto:scotland@ico.org.uk)

## CHANGES TO THIS POLICY

We may change this Privacy Notice from time to time. If we make any significant changes in the way we treat your personal information we will make this clear on the J12 website or by contacting you directly.