



## **Privacy Policy**

Caring Cooks of Jersey (the "Charity") is committed to protecting the privacy and security of your personal information.

This Privacy Statement describes how we collect and use personal information about you and what your data protection rights are, in accordance with the Data Protection (Jersey) Law 2018 (the "Law").

It applies to all volunteers, trustees and donors of the Charity and all recipients of the Charity's newsletter and/or services.

When we refer to "we", "our" or "us" in this Privacy Statement, we are referring to the Charity which is a data controller in respect of your personal data.

Being a data controller means that we are responsible for deciding how we hold and use personal information about you. We are required under the Law to notify you of the information contained in this Privacy Statement.

This Privacy Statement does not form part of any contract we may have with you. We may update this Privacy Statement at any time.

It is important that you read this Privacy Statement, together with any other privacy statement we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using that information.

### **The kind of information we hold about you**

Personal data, or personal information, means any information about an individual from which that person can be identified. This includes but is not limited to:

- Your full name and title
- Contact details including postal address, email address and any telephone numbers
- Financial information, such as your bank details
- Where relevant, personal references and Disclosure and Barring Service Checks ("DBS Checks")
- A record of the contact you have with the Charity
- In some instances photographs may be taken

In some circumstances, we may hold special category data about you. The Law recognizes that certain categories of data are more sensitive and this includes, but is not limited to, race or ethnic origin, data concerning health and data relating to a criminal record or alleged criminal activity.

### **How is your personal information collected?**

We process information that you provide directly and information learned about you from communications and dealings with you.

We also obtain some information about you from others, including from schools, websites and other media sources, publicly available databases or data sources and any agencies who may be working with you and may refer you to us as a potential recipient of one of our services.

### **How we will use information about you**

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances: 1. Where we need to perform the contract or agreement we have entered into with you. 2. Where we need to comply with a legal obligation. 3. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests. 4. Where you have provided your express consent.

We may also use your personal information to protect your vital interests (or someone else's interests) but this is likely to be rare.

If you do not provide personal data that we require to provide our services or otherwise engage with you, then we may be unable to do so and may need to terminate any contractual or other relationship with you.

### **What we use the information for**

We may collect, use, process and disclose your data for the following reasons:

Where the processing is necessary for us to perform a contract with you:

- For the performance of any agreement or contract between us;
- To take pre-contract measures you may request to assess our your needs in relation to the provision of specific products or services.

Where required by Jersey, European Union (EU), or EU Member State, or other applicable or equivalent laws:

- To disclose information to relevant governmental, tax or regulatory bodies or other intermediaries, counterparties, courts, auditors or other third parties.

Where necessary for our legitimate interests (as listed here):

- To provide services to you, such as (but not limited to) the delivery of our Weekly Meal Service; the delivery to children in primary schools of our Kitchen Garden Project and Let's Get Cooking Programme and the delivery of our school meals in primary and secondary schools and to communicate with you about these services.
- To manage and administer our Charity.
- To process grants or donations received by the Charity.

- To keep you informed about the work of our Charity.
- To promote fundraising events held by or on behalf of the Charity.
- To record feedback from you about the service you have received from the Charity.
- To promote the work of the Charity.
- To manage and ensure the security of our IT systems.
- To disclose information to, and comply with instructions of, relevant governmental, tax or regulatory bodies or other intermediaries, counterparties, courts, auditors or other third parties.
- To investigate and respond to any complaints about us and to help maintain service quality and train staff to deal with complaints and disputes.
- To comply with our obligations relating to safeguarding, such as obtaining references, completing DBS Checks and ensuring all relevant personnel are adequately trained.
- For compliance with duties under any applicable laws, including the charities law and company law, in any relevant jurisdiction.

Where you consent to the processing of personal data:

- To the extent required to allow us to process personal data of a minor child.
- To the extent required to allow us to process personal data about the health of a client or relevant third party.
- Otherwise to the extent that consent for the processing of personal data is required under applicable law.
- We may ask you to agree that you have received this Privacy Statement and that you agree to each and every individual data processing activity and reasons set out in this Privacy Statement.

Weekly Meal Service – if you are a recipient of the Weekly Meal Service we may hold information regarding your health and family circumstances. This information will be given to us, with your consent, either directly or by the third party referring agency.

Where necessary to protect your or a relevant third party's vital interests.

- Where necessary to protect an interest, which is essential for the life of a client or relevant third party.

Kitchen Garden Project and Let's Get Cooking Programme – to ensure the safety and wellbeing of each child attending this programme, we will receive information from the school about each child's food allergies or intolerances and educational needs. The Charity does not retain this information; it is used only by the teacher of the programme and solely for the purpose of delivering the programme on a particular day.

As a data controller, we will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

"Special categories" of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We may process special categories of personal information in the following circumstances: 1. In limited circumstances, with your explicit written consent. 2. Where we need to carry out our legal obligations. 3. Where it is needed in the public interest.

Less commonly, we may process this type of information where it is needed in relation to legal proceedings or where it is needed to protect your vital interests (or someone else's vital interests) and you are not capable of giving your consent, or where you have already made the information public.

### **Automated decision-making**

We do not envisage that any decisions will be taken about you using fully automated means, however we will notify you in writing if this position changes.

### **Where we store your personal data**

Your data is held on a secure network and all of our devices are password protected.

### **Data sharing**

We will not share your personal data with anyone outside our Charity unless we are required to do so in order to comply with a legal obligation.

#### **Transferring information outside Jersey**

We do not envisage transferring your data outside Jersey. If we need to do so, we will only transfer your data to a country or organisation which provides an adequate level of protection for it within the meaning of the Law.

#### **Data retention**

We shall keep your personal data for as long as is required in order to fulfil our contractual or other obligations to you, and for such other suitable period reflecting the applicable retention laws and regulations and limitation periods.

Where personal data is processed solely with your consent, it shall be processed until you ask us to stop, and for a reasonable period afterwards to allow us to comply with your request, unless another legal justification permits continued processing.

#### **Rights of access, correction, erasure, and restriction**

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it. You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact Hannah Skelton at the email address below.

Please note that we may decline to comply with any request to delete or restrict the use of your information if we still require that information for any legal or contractual reasons.

You also have the right to lodge a complaint with the Jersey Data Protection Authority about how we look after your personal data.

Jersey Data Protection Authority Brunel House Old Street St Helier Jersey JE2 3RG

### **Right to withdraw consent**

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact Hannah Skelton at the email address below. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Flourish Primary and Secondary, Kitchen Garden Project, Let's Get Cooking Programme – If you are a parent with a child who has attended or is attending this programme and you have previously given your consent to your child's photograph being taken, you can withdraw your consent at any time by e-mailing your child's Headteacher.

The withdrawal of consent shall not affect the lawfulness of processing for other reasons and based on other grounds where this is permitted under applicable law.

### **Changes to this Privacy Statement**

We reserve the right to update this Privacy Statement at any time, and we will ensure that any update to this Privacy Statement is made available on our website [www.caringcooksofjersey.com](http://www.caringcooksofjersey.com).

We encourage you to regularly review this Privacy Statement to ensure that you are always aware of how personal information is collected, used, stored and disclosed. We may also notify you in other ways from time to time about the processing of your personal information.

If you have any questions about this Privacy Statement, please contact Hannah Skelton at [hannah@caringcooksofjersey.com](mailto:hannah@caringcooksofjersey.com) or by phone on 01534 539009.