

JKA - Private Data Policy

We will always try to store your personal details securely. We'll use them to provide the service that you have requested, and communicate with you in the way(s) that you have agreed to. Whether you are a supporter or a beneficiary, you are important to us and are at the heart of the John Kerr Award. We will not sell your data, we will only allow your information to be used by ourselves.

If you would like a paper copy, please call the administrator on 01892 530049.

We collect information DIRECTLY from you. You may give us your information in order to make a donation, sign up for our events, request information regarding the John Kerr Award, or communicate with us.

Supporters:

If you support us, for example making a donation or supporting a fund raising event.

Your name;

Your contact details;

Your bank or credit card details.

We will mainly use your data to:

Provide you with the services or information you require

Administer your donation, including processing Gift Aid;

Keep a record of your relationship with us;

Communicate with you and ensure we know how you prefer to be contacted;

Understand how we can improve our charity;

Competition Entrants and JKA supported young singers and accompanists

We may collect:

Your name;

Your contact details;

Sensitive personal information, such as your date of birth for eligibility to enter the JKA

We collect this data to:

Communicate with you

Process your application

Inform you about rules, requirements and any changes to the JKA

Marketing

We operate on an 'opt-in only' communication policy. This means that we only send marketing information to people who have specifically said that they agree to us doing this, and we will only do so in the way(s) they have agreed to. Our communications will include information on events and fund raising opportunities. If you want to receive this information but haven't yet opted in, you can do so by emailing info@johnkerraward.org.uk or by telephone on 01892 530049

Sharing your information

We will only share your information if:

We are legally required to do so, e.g. by a law enforcement agency legitimately exercising a power or if compelled by an order of the Court;

We believe it is necessary to protect or defend our rights or the personal safety of our people connected to the JKA or our website;

Storing your information

We may store information in paper files in a secure environment;

We keep our email contacts and emails in a password protected account;

Unfortunately, the transmission of data across the internet is not completely secure, and whilst we do our best to try to protect the security of your information we cannot ensure or guarantee that loss, misuse or alteration of data will not occur whilst data is being transferred.

We will only keep your information for as long as we need it to provide you with the services or information you have required, to administer your relationship with us, to comply with the law, or to ensure that we honour your preferences. When we no longer need your information we will dispose of it securely.

What we do not do with your information

We never sell or share your information to other organisations to use for their own purposes. We will not use screening or profiling techniques to target you with fundraising appeals.

We periodically run a data cleansing process where name and address details will be confirmed with you.

Please do let us know if your contact details change.

Your Rights

Data Protection legislation gives you certain rights over your data and how we use it. These include:

the right in certain circumstances to have inaccurate personal data rectified, blocked, erased or destroyed;

the right to prevent your data being used for direct marketing;

the right of access to a copy of the information we hold about you (known as a subject access request). We will respond to any request within one month.

If you wish to exercise any of these rights please email us. If there are any discrepancies in the information we provide, please let us know and we will correct them. For more information about your rights under the Data Protection Act go to the website of the Information Commissioner's Office.

Links to third party websites

Our websites contain links to third party websites that we believe may be of interest to our website visitors. This privacy policy only governs our websites and we are not responsible for the privacy policies that govern third party websites even where we have provided links to them. If you use any link on our website we recommend you read the privacy policy of that website before sharing any personal or financial data.

Social media sites

We operate a number of social media pages (including Facebook and Twitter). This policy does not cover how the providers of social media websites will use your information. Please ensure you read the privacy policy of the social media website before sharing data and make use of the privacy settings and reporting mechanisms to control how your data is used.

If you require any further information regarding your data privacy, please contact the Administrator via email : info@johnkerraward.org.uk or via telephone on 01892 530049