



## General Privacy Notice

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Jersey Recovery College is committed to protecting the privacy and security of your personal information.

Jersey Recovery College Limited is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. This privacy notice describes how we collect and use personal information about you during and after your working relationship with us, in accordance with the General Data Protection Regulations (GDPR).

It is important that you read this notice, together with any other privacy notice 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 such information.

### **This privacy notice details how we collect, use and store data from:**

Those who support and follow our service and wish to be kept updated with news and initiatives.

### **The categories of information that we collect, hold and (in limited circumstances) share include:**

- Personal information (such as name, address, phone number, email address).
- Your communication preferences including the things you would like to be contacted about and how you would like to be contacted.
- Any course proposal forms or other suggestions / comments / feedback you may have submitted to JRC.
- Any incident reports, safeguarding reports, and concern records.
- Email or other correspondence between you and the College or any social media interactions.

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

We collect personal information about you only from the details supplied by you to us in application forms or that you have provided directly to us.

### **Why we collect and use this information:**

We use this data:

- to enable us to keep you updated on our services;
- to engage you in work and activities you have indicated you would like to be involved in;
- to comply with the law regarding data sharing, safeguarding and health and safety.

### **The lawful basis on which we use this information**

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:

- To respond to any email or other correspondence between you and the College including any course proposal forms or other suggestions as listed above.
- To send you our Prospectus detailing future courses, should you wish to attend any in future.
- To provide you with our regular newsletter.
- To invite you to participate in future College events or initiatives.

We may also use your personal information in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else's interests).
- Where we need to comply with a legal obligation.

### How we use particularly sensitive personal information

"Special categories" of particularly sensitive personal information require higher levels of protection, for example any disability that you disclose to us for the purposes of our making reasonable adjustments for any activity you may participate in.

We need to have further justification for collecting, storing and using this type of personal information. We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data. We may process special categories of personal information in the following circumstances:

- In limited circumstances, with your explicit written consent.
- Where we need to carry out our legal obligations.
- Where it is needed in the public interest, such as for equal opportunities monitoring.

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

### Collecting information

Whilst the majority of the information you provide to us is on a voluntary basis, some of it will be mandatory. In order to comply with the General Data Protection Regulation, we make it clear when asking for information from you, which of the requested information must be provided.

### Storing your data

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for different aspects of your personal information are available in our Records Management Policy which is available from our Executive Officer, Beth Moore (Tel: 01534 505977 / email [beth.moore@recovery.je](mailto:beth.moore@recovery.je)). To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

### Who we share your information with

We will not share the personal information we hold on you with anyone else, except where you have explicitly consented for us to do so or where we are required to do by law.

### Your duty to inform us of changes

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 relationship with us – by contacting the JRC office.

## Your rights in connection with personal information

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.
- **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.

Please contact our Executive Officer, Beth Moore , (Tel: 01534 505977 / email: [beth.moore@recovery.je](mailto:beth.moore@recovery.je)) as a first point of contact in relation to any of the above requests.

### Data protection officer

We have appointed a data protection officer (DPO) to oversee compliance with this Privacy Notice. If you have any questions about this privacy notice or how we handle your personal information, please contact our DPO, Julie Heaven at [julie.heaven@recovery.je](mailto:julie.heaven@recovery.je)

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office (ICO), Jersey's supervisory authority for data protection issues.