



Leeds Judean Club For Boys & Girls t/a The Zone – Privacy Policy

The Zone takes the privacy and security of your data very seriously.

This privacy policy sets out how The Zone processes personal data (information by which an individual can be identified) collected by us in the course of our lawful activities, and explains our obligations and your rights under the Data Protection Act 1998 and any subsequent UK legislation and regulations ('Data Protections laws'). This policy has been put in place to protect your rights under the Data Protection laws, and it is important that you understand what we will do with your data and are happy with this.

Modifications to this Policy

From time to time, The Zone may need to update or modify this Privacy Policy, including to address new issues or to reflect changes on our site located at www.1zone.org.uk ("Site"). To the extent required by law, The Zone will notify you of material changes to this Privacy Policy, including by posting the most recent version of the Privacy Policy and information about the changes from the previous version on the The Zone's website.

References to the processing of information includes the collection, use, storage and protection of data.

The Zone is the 'data controller' for the purposes of this policy, and the policy extends to its staff, trustees, volunteers and anyone else processing data on our behalf from time to time. The Zone is committed to ensuring that your privacy is protected. Any personal data collected by The Zone will only be processed in accordance with this privacy policy.

Organisations are permitted to process data if they have a legal basis for doing so. The Zone processes data on the basis that:

- Express and informed consent has been given by the person whose data is being processed; and/or
- The Zone has a legitimate interest in processing data; and/or
- It is necessary in relation to a contract or agreement which the person has entered into or because the person has asked for something to be done so they can enter into a contract or agreement; and/or
- There is a legal obligation on The Zone to process data.

Where The Zone is relying solely on consent as the basis for processing data, we are required to obtain your explicit consent and you can modify or withdraw this consent at any time by notifying us in writing or amending your contact preferences / unsubscribing via our database, although this may affect the extent to which we are able to provide services to or interact with you in future.

Collection of Personally Identifiable Information

Data collected and processed may include, but not be limited to:

- Names and contact information such as telephone numbers, email and postal addresses
- Stakeholder, supporter and donor records (including payment information) and preferences
- Such other information that is relevant and necessary for The Zone to carry out its activities, charitable purposes and legal obligations.

The Zone collects information directly from you through, for example, online application and registration forms, when subscribing to our mailing list as well as offline, through membership / event registration forms, or meetings.

Information is collected and maintained from participants in Zone activities, application forms, current and past website users, survey respondents, fundraising and marketing and others. To the extent that information requested is not required for your participation in a given Zone activity / opportunity, you will be told which information is optional.

The Zone may also maintain information about you that you do not directly provide, whether it is information received from third parties, such as employers and partners or information The Zone collects about your activities.

What we do with the data we process

The Zone uses the data collected to maintain accurate internal records of our engagement with volunteers, charities, supporters, partner organisations, staff and others. These records facilitate our activities run in accordance with our charitable objectives, including providing opportunities for young people and their families, the use of our youth support service and raising funds / awareness about our work through campaigns and events.

Data may be processed and viewed, to the extent necessary, by staff, trustees and certain volunteers in the course of The Zone's activities (all of whom work in accordance with this privacy policy) and will be retained only for as long as is reasonable and permissible in law.

The data of individuals seeking to volunteer with other charities may be shared with them in the course of seeking suitable connections. Any personal data of a (potential) volunteer is shared with a charity under strict understanding that this is only for the purposes of the volunteering opportunity.

The Zone uses personally identifiable information gathered and stored on The Zone database for the purposes described at the time of collection or for the purpose of receiving information about general Zone activities / opportunities and specific initiatives that we think will be of interest to you; and for The Zone to evaluate the reach and impact of its initiatives.

The Zone may share personally identifiable information with third parties for legitimate business purposes, including for the following reasons or in the following circumstances:

- To vendors or third-parties who deliver or provide goods and services or otherwise act on behalf of or at the direction of The Zone, which third parties include, for example, training providers and partners, product-fulfilment companies, third-party event hosts, other third parties who may provide services on web sites that are accessible from links on one of our Sites, and credit card companies processing payment;
- If you are an event attendee, speaker, or sponsor, some of your information may be included in the event program, which can be publicly disclosed, and may also be shared with third-party event sponsors and exhibitors;
- To investigate potentially fraudulent or questionable activities;
- When we believe it is necessary to cooperate with law enforcement or in response to a government request, including if specifically requested or required, as otherwise permitted by law, and for other valid ISACA business purposes.

The Zone retains personally identifiable information for as long as necessary for its legitimate activities, and as otherwise permitted by applicable law.

You, as the data subject, may request deletion of your data at any time in writing, subject to any overriding legal requirement for its retention. You, as data subject, can also unsubscribe via the website of any mailing list you are subscribed to.

Your rights in relation to your personal data

You may request details of personal information which we hold about you. Any such request must be submitted in writing. A small fee may be payable if an information request is particularly onerous.

You may choose to restrict the collection or use of your personal information, but this may inhibit or limit the way in which The Zone is able to interact with you. You may, at any time, change your mind about what information we hold about you, or if we continue to hold it at all, subject to any legal obligation on The Zone to retain data, such as the retention of Gift Aid records for Her Majesty's Revenue and Customs.

You are responsible for the accuracy of data you have provided to The Zone. If you believe that any information we are holding on you is incorrect or incomplete, please write to us as soon as possible. We will promptly correct any information found to be incorrect.

We may use your personal information to send you information about The Zone and matters relating to Zone activities which we think may be of interest to you. We will only share data with trusted third parties as stated above, or where necessary for us to communicate with you (such as mailing companies for postal communications or through email campaigns or newsletters) or as stated above, and only once we are satisfied that any such use of data will accord with our privacy policy. We will not sell or share your personal information with any other businesses or marketing companies.

You can obtain further information about Data Protection and privacy laws by visiting the Information Commissioner's website at: <https://ico.org.uk/for-the-public>.

Security

The Zone uses reasonable measures to safeguard sensitive personally identifiable information, with measures that are appropriate to the type of information maintained, and follows applicable laws regarding safeguarding any such information under our control. In addition, our website, uses Secure Socket Layer (“SSL”) to enhance data privacy and help prevent loss, misuse, or alteration of the information under The Zone’s control. The Zone cannot guarantee, however, that your information will remain secure. The Internet by its nature is a public forum, and The Zone encourages you to use caution when disclosing information online. Often, you are in the best situation to protect yourself online.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information you provide whilst visiting such sites and such sites are not governed by this privacy policy. You should exercise caution and look at the privacy policy applicable to the website(s) in question.

Your consent

This policy serves to inform you of your rights and our obligations in relation to your personal data. In order for us to be able to continue to communicate with you fully in future (using both electronic and non-electronic means).

Children’s Consent - If a child is under 16 The Zone will acquire parental or guardian’s consent in order to process the child’s personal data. When the individual stops being a child, the parent or guardian’s permission become invalid and new consent must be obtained from the individual.

How to contact The Zone and modify your information or preferences

Questions regarding this Privacy Policy should be directed to The Zone by email at gdpr@1zone.org.uk

If you would like to modify the types of email messages you receive from us you may unsubscribe by following the instructions in the footer of any email message that you receive from us. To help us keep your personal information up to date, or to request access to the personal information The Zone maintains about you, you may contact us at The Zone, The Henry Cohen Campus, Primley Park Road, Leeds, LS17 7HR.

For general enquiries please email info@1zone.org.uk

If you would like us to remove you from our database please contact gdpr@1zone.org.uk