

# SSJ's Privacy and Cookies Policy

SSJ (The Society of St James) is committed to protecting your privacy. This page explains our policy on collecting, storing, and processing your personal and financial information, and steps you can take to protect your privacy on our website.

This privacy statement outlines the privacy and data protection practices for this website [www.ssj.org.uk](http://www.ssj.org.uk)

References to 'we' or 'us' are to The Society of St James registered charity no: 1043664 of 125 Albert Road South, Southampton SO14 3FR.

If you have any questions, please contact us on 02380 632524, or use this form.

## Collecting personal information

We collect information from you, such as details you pass on to us when you make a donation, join a campaign, book a place on a training course, purchase goods or services or fill in any online form on the SSJ website. We also collect information when you respond to an appeal or take part in an action. This information helps us to know what incentives, appeals and actions are working well and assists SSJ in supporting homeless and vulnerable people.

## How we use your personal information

The personal information we collect from you is used to provide you with information, services or products you have requested and for administration purposes. We also use this information to further our charitable aims, including campaigning and fundraising activities.

We may need to share your information with our service providers, associated organisations and agents for these purposes. We do not disclose personal information for direct marketing purposes. We may need to disclose your information if required to do so by law.

You may unsubscribe from our communications at any time by contacting our Fundraising Department on 02380 632524, or use this [contact form](#).

## Financial information

This website does not collect any financial data. If you chose to make a donation to the Society of St James via our website then you will be redirected to BMYCharity our chosen donation method. You can find the Privacy Policy for BMYCharity [here](#):

## Cookies

A cookie is a small data file that is downloaded from a website to your computer, to make the site easier to use in a number of ways: it may store details that you submit on the site, such as your personal settings, your location, or what you have in a shopping cart etc, so you don't need to enter information more than once.

## **Using cookies does not allow us to identify users personally.**

The SSJ website uses a small number of cookies to give us a better overall picture of how people interact with the site, and how we can improve our services to our clients and supporters.

Below are details of the cookies we use, and their purpose.

### **Website analysis**

SSJ uses Google Analytics to track how people use the site, so we can gain a better understanding of our visitors' needs and identify areas where we can make improvements. The information we gather through this process is completely anonymous, and visitors to the site cannot be identified. The following cookies set for this purpose are:

\_utma  
\_utmb  
\_utmc  
\_utmz  
\_utmz

### **Sharing tools and social media site cookies**

We have used sharing tools on this site to enable you to share information and actions with others on your social networks such as Facebook and Twitter. When you do this, the site will set a cookie. SSJ does not control this functionality, and you should check the site of the relevant third party for information on their cookie policy.

### **Controlling and deleting cookies on your computer**

All browsers allow you to manage which cookies you accept, reject and delete. You can usually find these controls under the 'Preferences' or 'Tools' menu. You can find more detail about individual browser settings at <http://www.aboutcookies.org>.

If you choose not to accept cookies from the SSJ website, some sections may not work properly.

### **Maintaining your privacy**

Some of the information on our website relates to sensitive issues. If you would like to remove details of the pages you have viewed on our site from your computer, you can clear your browsing history. To do this, choose 'tools' from the top navigation bar on your browser, select 'internet options', and click on 'clear history'. Alternatively, refer to the instructions for your browser in the 'help' menu.

## **Storing your information**

Personal information you submit on the SSJ website is stored on secure servers. We will never sell or share your personal information with any other organisation besides SSJ, or companies fully owned by SSJ.

## **External sites**

The SSJ website contains links to external sites not owned or managed by us. We cannot be held responsible for the content or for the privacy of any external sites.

## **Changing your details**

If your personal details change, please help keep our records up to date by contacting our Fundraising Department on 02380 632524, or use this [contact form](#).

## **Accessing your information**

You have the right to ask for a copy of the information we hold about you under the Data Protection Act 1998. To request a copy, please contact our Fundraising Department on 02380 632524 or use this [contact form](#).