

PRIVACY STATEMENT

The Society of St James (SSJ) is committed to protecting your privacy and we will take appropriate measures to ensure that all your personal data is stored securely.

Our commitments to you are:

- We will only collect information that is relevant
- We will use your personal information fairly and only use it for the purposes for which it has been given to us
- We will make sure your information is updated when you tell us about any changes
- We will not hold your information for any longer than necessary
- We will make it easy for you to exercise your rights under the law

How we collect your personal information:

We collect information from you when you make a donation to support our work, join a campaign, respond to an appeal, offer your support as a volunteer, purchase any services from us and when you complete any online form on the SSJ website. This helps us to understand which of our activities are of most interest to our supporters.

How we use your personal information:

- We use your information in the ways that you would expect:
- To provide you with the information or service you have requested.
- For administration purposes.
- To share information with you about our charitable aims, campaigns and fundraising activities.
- We may also use the information we collect to notify you about important changes to our website, and new services that we think may be of interest to you.
- To meet our legal and regulatory obligations .
- *(for Gift Aid purposes we are required by HMRC to keep data related to your donation for six years after the tax year in which the donation was made).*

We never disclose your personal information for direct marketing purposes, however we may need to disclose your information if we are required to do so by law.

You may update your personal details by telephoning our Registered Office on 023 8063 4596 or by writing to:

The Society of St James
125 Albert Road South
Southampton
Hampshire SO14 3FR

You may ask us to stop using your personal information at any time by emailing fundraising@ssj.org.uk or by writing to:

The Society of St James
125 Albert Road South
Southampton
Hampshire SO14 3FR

You may also request a copy of the personal data we hold about you by emailing our Data Protection Officer at safeguarding@ssj.org.uk or by writing to:

The Data Protection Officer
The Society of St James
125 Albert Road South
Southampton
Hampshire SO14 3FR

Financial Information:

Our website does not collect any financial data. If you make a donation via our website you will be redirected to Just Giving, our chosen donation method. You can find their Privacy Policy at www.justgiving.com/info/privacy-policy-versions/privacy-policy-v20