



THE Joseph Rowntree  
REFORM TRUST LTD

## Joseph Rowntree Reform Trust (JRRT) Privacy Notice

JRRT is committed to protecting and respecting your privacy. This Notice explains when, why and what personal information we collect about people who apply to us for grants, are interested in or engaged in our work or visit our website. It sets out how we use data and how we keep it secure. The Trust will not disclose your personal information to any third parties.

Any questions regarding this privacy notice and our privacy practices should be sent to [info@jrre.org.uk](mailto:info@jrre.org.uk) or by writing to Joseph Rowntree Reform Trust Limited, The Garden House, Water End, York YO30 6WQ. Alternatively, you can telephone 01904 625744.

### Who are we?

The Joseph Rowntree Reform Trust funds campaigns for democratic and political reform.

### What type of information is collected from you?

The personal information we collect via our website, by social media or provided directly by you might include name, name of the organisation, address, email address, and IP address. We also access information such as which webpages are accessed and for when via Google Analytics, so we can improve our website.

### Use of 'cookies'

Like many other websites, JRRT use cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual.

It is possible to switch off cookies by setting your browser preferences. Turning cookies off may result in some of our website features not functioning. For further information on cookies visit [www.aboutcookies.org](http://www.aboutcookies.org)

### How is your information used?

We may use your information to:

- Contact you regarding queries about your grant or job application;
- Inform and from time to time invite you to be involved in JRRT's work if you have given consent.

We keep our retention periods for personal information under review. We are legally required to hold some types of information to fulfil our statutory obligations. We will hold your personal information on our systems in line with our retention periods and considering guidance issued by the Information Commissioners Office.

The Trusts policy is to retain successful grantees personal information for 5 years and that of rejected applicants for one year.

## **Who has access to your information?**

We will not share your information with third parties for marketing or other purposes without your explicit consent, unless required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime. Written consent will be obtained for specific purposes such as sharing employee data with an external payroll provider.

## **Your choices**

JRRT contacts a range of individuals or organisations who have expressed interest in the work of the Trust and wish to receive information about forthcoming events, publications, grant application dates or general communications from us. We obtain consent to hold details on our mailing lists [with an opt in facility on our website and in e-newsletters].

You can send an email granting consent to [info@jrjt.org.uk](mailto:info@jrjt.org.uk) to join our mailing list. To unsubscribe at any time there will be an opt out facility on our website or you can opt out via email.

## **How you can access and update your information**

The accuracy of your information is important to us. Please email [info@jrjt.org.uk](mailto:info@jrjt.org.uk) with any change of address or update of your personal details.

You have the right to request a copy of the information we hold about you so that you can ensure its accuracy and the purposes for which it is held. You can do this by the following link on the website to Subject Access Requests.

## **Security precautions to protect the loss, misuse or alteration of your information**

JRRT has worked with our IT provider to put in place security measures to protect your personal data. When you give us personal information, we take steps to ensure that it is treated securely, for example by the encryption of online forms and the routine monitoring and protection of our network.

However, non-sensitive details such as your email address are normally transmitted over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk.

## **Links to other websites**

Our websites may contain links to other websites run by other organisations. This privacy policy applies only to our websites, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

## **Review of this Policy**

We regularly review this policy. This policy was written in April 2018.