

Parent Carer Forum Jersey

Privacy & Data Policy

Introduction

The Forum aims to use parents' knowledge, expertise and experience to help plan and improve the services that are used by children and young people with special needs in Jersey ("the Mission"). In its pursuit of the Mission, the Forum gathers and uses certain information about individuals (personal data).

This document establishes the policies and procedures in place to ensure the effective control of personal data collected by the Forum in accordance with the Data Protection (Jersey) Law 2018 (the "Law"), which can be viewed here: <https://www.jerseylaw.je/dpij>

In addition to data relating to parents and carers, the Forum will collect data relating to the children and young people with special needs under supervision. Such data will likely identify physical, mental and learning disabilities and consequently will be special category data as defined within the Law. The Forum recognises this and the importance of this Privacy & Data Policy document as a consequence.

In this document, reference to 'members' should be taken as reference to the parents and carers of children and young people with special needs as well as to the children and young people themselves.

Data Protection Officer

The Forum has not appointed a Data Protection Officer and the Committee has agreed it will be collectively responsible for the Forum's proper handling of personal data and for compliance with data protection laws and regulations in Jersey.

The Chair of the Committee will however appoint a committee member to be responsible for the day-to-day administration of matters relating to data protection.

The Purpose of Collecting Data

The prime purpose of Personal Data collected by The Forum is its use exclusively in the pursuit of the Mission.

In respect of Members' Personal Data:

- To ensure the Forum understands member needs
- To enable it to provide members with quality services
- For the Forum's own internal records.
- To improve the services The Forum provides.
- To contact members in response to a specific enquiry.
- To send member emails or to call them about a product or service The Forum think might be relevant
- To contact members via email, telephone or mail for market research reasons.

The Forum will also collect the personal data of

- Management Committee members to enable the effective functioning of that Committee
- States of Jersey members and officials to facilitate normal interactions with relevant government departments in pursuit of the Mission
- Third party suppliers such as IT Service Providers and Marketing Agencies to facilitate membership applications and the marketing of the Forum's services

- Prospective members as part of informal interactions such as seminars but only insofar as that personal data facilitates a member application and if no application arises, such data will be deleted

Consent - Member application

A member will be requested to confirm its permission that its data be processed in accordance with these policies as part of the Member Application Form. Members have the right to withdraw consent at any time.

Controlling Personal Information – Members

A member may choose to restrict the collection or use of its personal data in the following ways:

- The Forum will only collect data on its Membership Application Form
- The Forum will occasionally use email to send information which it may find relevant. Where used, the Forum will always include an ability to unsubscribe from any ongoing communications
- The Forum will comply with all reasonable requests by a member for its personal information to be deleted/anonymised/archived/updated or altered in any other way provided such requests are received in writing.
- The Forum will respond to a “Subject Access Request” where these are received in writing and sent to the Committee at the Committee’s Address.

The Forum will not distribute personal information to third parties unless The Forum is explicitly required to do so under IT hosting arrangements, by law or for regulatory purposes.

Data Gathered

The Forum may collect the following information:

- Contact information including email and telephone number
- Information about the child or young person, their special needs, education, training or employment
- Information about the parent or carer, any disability and their ethnicity
- Demographic information, such as postcode, preferences and interests
- Website usage data

Data Recipients

The Forum will never lease, distribute or sell personal information to third parties without the permission of the data subject.

Data Retention

Personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which personal data are processed. While there is no legal or practical limit to the length of time that data may be retained data will be retained for no longer than six years without explicit consent.

Security

The Forum will hold information securely. Membership data may be held by a third-party IT Services Provider who would be subject to the Law or equivalent EU regulation as a data processor.

To prevent unauthorised disclosure or access to information, the Forum will rely on electronic safeguards in place at the IT services providers it has engaged with. In addition, it will establish guidance and procedures for its committee members to ensure the security of data held under their direct control.

Registration

The Forum maintains registration with the Data Protection Commissioner in Jersey declaring the purposes for which the information is being held or processed to whom it will be disclosed and the security to be applied.

Access

A member may review and/or update the information that has been provided to the Forum by writing to info@parentcarerforum.je or to the Committee's address.

Choice/Opt-Out

A member may choose to have their name taken off the Forum's email communications list by sending an email to a committee member via info@parentcarerforum.je