



Registered charity no. 1045731

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## Privacy / Transparency Notice

### Jessie's Fund and **Your** Information

Jessie's Fund takes your privacy very seriously.

If you have any questions or wish to make a request in relation to your information, please contact the Data Protection Lead at: Email: [info@jessiesfund.org.uk](mailto:info@jessiesfund.org.uk) or 15 Priory Street, York, YO1 6ET.

Jessie's Fund **collects, uses, stores** and **shares** information about grant applicants, therapists, professionals, parents and children, for the purposes of providing and managing our services.

Some of your personal information is transferred outside of the UK to EU Member States or the United States such as when we are using third party systems or providers. We ensure that we, or our suppliers, have the necessary safeguards in place to protect your personal data when transferred.



### How Does Jessie's Fund **Collect** my Information?

We will collect information about you, either directly – when you provide it to us through using our services, or indirectly – through our sharing partners (such as schools or hospices).

We also collect information about individuals who use our website. Our website privacy policy can be found at <https://jessiesfund.org.uk/cookie-policy/>.

The information we collect about you will be stored on computer and electronic systems. The information includes **Personal Data**;

- Professional contact details
- Names and ages of students we are arranging therapy for
- Names and contact details of training attendees
- Names and contact details of parents

as well as **Sensitive Personal Data**, where it is relevant to your use of the service;

- Allergies / medical conditions
- Wellbeing / safeguarding information
- Medical conditions / diagnosis
- Communication needs of students
- Details of family members

Jessie's Fund determined that the lawful basis for its processing activities is as follows;

- Article 6 (1) (f) 'Legitimate Interests' and Article (9) (2) (d) Not for Profit activities.



## How Does Jessie's Fund **Use** my Information?

Jessie's Fund use personal data in the following ways;

### **Supporting music therapists' posts in children's hospices**

This activity involves Jessie's Fund responding to applications for funding, making assessments and potentially making introductions through our network of music therapists. This might involve arranging online meetings and coordinating activities via email.

Data being processed;

- Professional names and email addresses
- Possibly personal address of professionals

### **Running music projects in specialist school settings**

This involves Jessie's Fund providing one day tasters, 5-day projects and one-year projects within schools. Jessie's Fund will make direct contact with schools and, if they are interested in the service, they will provide data about the types of students and potentially identifying details of a particular student where necessary. Jessie's Fund will then use this data to engage a specialist musician. Also, Jessie's Fund may be engaged to support the school's staff and develop their skills to take on responsibility for music in schools.

Data being processed;

- Professional names and email addresses
- De-identified or general data about student needs
- Identified data about specific students

### **Supporting music therapists working with children in hospitals**

Jessie's Fund will fund a post for music therapist and then connect the hospital with a therapist as required. The hospital will provide them with anonymous reports or case studies. Sometimes, if there is consent, we will

be provided with video or photos.

Data being processed;

- Professional names and email addresses
- Videos or images of professionals and / or children

### **Running training courses for staff who work with children with special educational needs and disabilities**

Jessie's Fund run remote and some face-to-face training courses in special schools, care homes or with parents. This involves accepting bookings and payments as well as querying dietary and accessibility needs. Attendees may also be sponsored to attend by their company.

Data being processed;

- Professional names and email addresses
- Dietary or accessibility needs
- Member of the public name
- Member of the public address

### **Providing a grant giving stream for individual children not able to access music therapy via an organisation or school**

Parents or local authorities (Looked after Children) can complete forms on the website to make a request for a grant. The requestor will already have sourced a therapist. Therapist will provide a summary report at the end of the engagement.

Data being processed;

- Names
- Addresses
- Conditions (health, disability)

### **Marketing and Fundraising**

Jessie's Fund use social media to engage with stakeholders. Channels used are;

- Facebook
- Instagram
- LinkedIn

Posts will include staff images and those of freelancers.

Live events can also be photographed such as fundraising events. In the verbal introduction to each event, they always mention photos and give chance to raise objections or concerns.

We send email updates and newsletters to inform our stakeholders about the latest news, events and activities including fundraising.



## Who Does Jessie's Fund **Share** My Information With?

To undertake some of these activities, your information will be shared internally across our teams and externally. We will work to ensure that only the right people have your information and that they are only given the information they need.

Aside from the partners described above (schools, hospices etc), Jessie's Fund also provides data to other companies to help us deliver some of our services such as;

Name of Supplier	Type	Website
<b>Advantage Fundraiser</b>	Database holding data about supporters, partners, organisations Jessie's Fund works with, grantee organisations. Not used to store personal information about beneficiaries.	<a href="https://www.advantagefundraiser.com/">https://www.advantagefundraiser.com/</a>
<b>SAGE</b>	Accounting software	<a href="https://www.sage.com/en-gb/">https://www.sage.com/en-gb/</a>
<b>Website</b>	Donations and small amount of trading processed via PayPal	<a href="https://jessiesfund.org.uk/">https://jessiesfund.org.uk/</a>
<b>Square</b>	Card donations	<a href="https://squareup.com/gb/en">https://squareup.com/gb/en</a>
<b>Microsoft 365</b>	Data storage	<a href="https://www.microsoft.com/en-gb/microsoft-365">https://www.microsoft.com/en-gb/microsoft-365</a>
<b>Microsoft Outlook</b>	Email provider	<a href="https://outlook.live.com/mail/o/">https://outlook.live.com/mail/o/</a>
<b>Acronis</b>	Back up service for all data	<a href="https://www.acronis.com/en-gb/">https://www.acronis.com/en-gb/</a>
<b>Stripe</b>	Payment card processor	<a href="https://stripe.com/gb">https://stripe.com/gb</a>
<b>Charity Digital Mail (through dotdigital)</b>	Email Marketing	<a href="https://dotdigital.com/">https://dotdigital.com/</a>

Personal data will never be made available to organisations not involved in delivering services or contracted directly by us without letting you know and giving you a chance to object (aside from in the examples listed in the section below).

We have contracts in place with these organisations that prevent them from using it in any other way that how we tell them to. These contracts also require them to maintain good standards of security to ensure your confidentiality.



## Will Jessie's Fund **Share** without Asking Me?

Sometimes we will be required by law to share your information and will not always be able to discuss this with you directly.

Examples might be;

- Sharing with the police or tax authorities for the detection or prevention of crime
- Where it is in the wider public interest – to keep the public safe for example
- To safeguard children or vulnerable adults
- Because the court has told us we must share.



## What are my Information **Rights**?

Data protection law provides you with a number of rights that Jessie's Fund is committed to supporting you with;

### **Right to Access**

You have the right to obtain:

- confirmation that your information is being used, stored or shared by Jessie's Fund
- a copy of information held about you
- If you only require a particular part of your record, tell us and this can reduce the time it takes to provide it
- We will respond to your request within one month of receipt or will tell you when it might take longer.
- We are required to validate your identity including the identity of someone making a request on your behalf

### **Right to Object or Withdraw Consent**

- We collect, use, store and share your information because we are permitted to by law; in order to deliver your support your membership, but you do have a right to object to us doing this.
- When we collect, use, store or share your information based on your consent, you have a right to withdraw that consent at any time.
- Our Data Protection Lead will be happy to speak with you about any concerns you have.

### **Right to Correction**

- If information about you is incorrect, you are entitled to request that we correct it.
- There may be occasions, where we are required by law to maintain the original information – our Data Protection Lead will talk to you about this, and you may request that the information is not used during this time

- We will respond to your request within one month of receipt or will tell you when it might take longer.

## Complaints

- You also have the right to make complaints and request investigations into the way your information is used. Please contact our Data Protection Lead or visit the link below for more information.
- For more detailed information on your rights visit <https://ico.org.uk/for-the-public/>



## Does Jessie's Fund Use **Profiling** or Automated Decision Making?

No Jessie's Fund does not undertake automatic profiling or automated decision making in relation to your information.

Our Data Protection Lead will be happy to speak to you about this if you have concerns or objections.



## How Does Jessie's Fund **Protect** My Information?

Jessie's Fund are committed to ensuring the security and confidentiality of your information. There are a number of ways we do this;

- Staff receive regular training about protecting and using personal data
- Policies are in place for staff to follow and are regularly reviewed
- We check that only the minimum amount of data is shared or accessed
- We use controlled access to systems; this helps to ensure that the right people are accessing data – people with a 'need to know'
- We use encrypted emails and storage which would make it difficult for someone to 'intercept' your information
- We report and manage incidents to make sure we learn from them and improve
- We put in place contracts that require providers and suppliers to protect your data as well



## How Long Does Jessie's Fund **Store** My Information?

You can see details of how long we retain key records in the grid below.

Activity	Record(s) Produced	Stored	Retention period
Supporting music therapists' posts in children's hospices / A grant-giving stream for organisations wanting to deliver music activities or music therapy in line with our objectives	Email or letter about funding (can we help you?)	Microsoft One Drive	Deleted from emails each year and moved to One Drive.  They shall then be kept as part of a client folder for the duration of the relationship with that client and then for a further period of 6 years in accordance with <u>Guidance</u>
	Microsoft online form	Saved into Microsoft One Drive	They shall then be kept as part of a client folder for the duration of the relationship with that client and then for a further period of 6 years in accordance with <u>Guidance</u>
	Holding response or funding approval.	Egress or Protocol and then in Microsoft One Drive	Deleted from emails each year and moved to One Drive.  They shall then be kept as part of a client folder for the duration of the relationship with that client and then for a further period of 6 years in accordance <u>Guidance</u>
	Trustee Meeting Minutes (funding approvals)	Microsoft One Drive	6 years after the dissolution of the charity in accordance with <u>Guidance</u>
	Funding report spreadsheet / sometimes free form	Microsoft One Drive	6 years after the dissolution of the charity in accordance with <u>Guidance</u>
	Contact details and notes (which include what we have paid them	Advantage Fundraisers	

	and when and any other contact from them)		6 years after the dissolution of the charity in accordance with <a href="#">Guidance</a>
<b>Running music projects in specialist school settings</b>	Project timetables. (Who therapists are, where they are staying and timings of sessions etc)	Microsoft One Drive	<p>Student or family personal details should be pseudonymised 6 years after the project has terminated (in accordance with limitations on cases of contract breach being brought)</p> <p>The project timetable will then be retained for 6 years after the dissolution of the charity in accordance with <a href="#">Guidance</a></p>
	Onboarding checks and materials provided to freelance specialist	Microsoft One Drive	6 years after the dissolution of the charity in accordance with <a href="#">Guidance</a>
	Email confirmations to freelance specialist.	Egress or Protocol and then in Microsoft One Drive	<p>Deleted from emails each year and moved to One Drive.</p> <p>They shall then be kept as part of a client folder for the duration of the relationship with that client and then for a further period of 6 years in accordance with <a href="#">Guidance</a></p>
	Freelance contract Terms and Conditions	Microsoft One Drive	6 years after the dissolution of the charity in accordance with <a href="#">Guidance</a>
<b>Supporting music therapists working with children in hospitals</b>	Reports or case studies	Egress or Protocol and then in Microsoft One Drive	<p>Student or family personal details should be pseudonymised 6 years after the project has terminated (in accordance with limitations on cases of contract breach being brought)</p> <p>The report / case study will then be retained for 6 years after the dissolution of the charity in accordance with <a href="#">Guidance</a></p>



	Case study videos	Photos and Videos are stored in the Hospitals Project folder. Sorted by hospital. There is also a 'Photos' and 'Videos	<p>Removed from storage or publication if consent is withdrawn.</p> <p>When no longer necessary for promotional purposes, the videos or photos should be destroyed.</p>
Running training courses for staff who work with children with special needs	Giveasyoulive platform and microsoft form	Microsoft One Drive	<p>Deleted from emails each year and moved to One Drive.</p> <p>They shall then be kept as part of a <i>training</i> folder for the duration of the relationship with that client and then for a further period of 6 years in accordance with <u>Guidance</u></p>
	Delegate training lists	Microsoft One Drive	6 years after the delivery of the training course in accordance with <u>Guidance</u>
	Records of previous delegates	Advantage Fundraisers	<p>Removed from storage if delegate raises objections.</p> <p>When no longer necessary for marketing purposes, the videos or photos should be destroyed.</p>
General Operations	Accounting Records	Microsoft One Drive and Sage	6 years after the last accounting year they refer to
	Personnel Files	Microsoft One Drive	6 years after employee leaves a summary is created and then retained in accordance with “Creating a summary HR Record for Retention”

	Photographs of children and / or their families	Microsoft One Drive	Deleted once no longer required
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We hope that this answers all your questions. If you have any concerns or objections about the way we use your information, please let us know.