

Causeway - Privacy Policy

Introduction

This privacy policy describes how Causeway protects and uses the information you give to us when you contact us, use our web site or social media.

Why this policy exists

Causeway gathers and uses certain information about individuals and/or their organisations in order to provide periodic, usually annual, updates about our services that are of relevance to that individual and/or their organisations.

Collecting this information helps us to:

- keep in contact with everyone interested in our services;
- provide contacts with those who may be able to help and support our clients;
- organise attendance at events and activities.

This policy exists to explain how we use, protect, collect and store this data.

How we use the data we collect

Data that you give us will be used:

- for our own internal records;
- to improve the services provided;
- to contact you in response to a specific enquiry;
- to send you periodic information that we think will be relevant to you.

Protecting the data you give us

We will never share, lease, distribute or sell your information to third parties.

How we collect and store data

We collect data in a number of different ways and the following sections describe how we do this. We store data in a secure electronic database.

Via our web site

No data is collected via our web site.

Use of the Contact feature will provide to us your name/email address and or telephone number. This will be used for immediate contact only and will not be retained unless an ongoing relationship develops.

If our web site contains third party links, we have no control over these sites that are outside our own domain. So if you provide information to a web site which we link to we are not responsible for its protection and privacy.

Via Social Media

No data is collected via Social Media platforms.

Use of the Contact feature will provide to us your email address. This will be used for immediate contact only and will not be retained unless an ongoing relationship develops.

By signing up for an event

Anyone who attends, as a guest, one of our events, for example the Annual General Meeting, will be asked to supply details of their name, organisation and contact details. If this information is supplied it will be stored in our contact database.

By email or telephone

We receive email and phone enquiries from individuals who ask us for advice and information. During this process, individuals may share with us sensitive personal information about themselves, or the client for whom they act. This information is never shared.

Any information that we receive in hard copy, or which is printed by us in order to work with you, is kept in a secure filing cabinet.

By applying to work with us

We advertise job opportunities on traditional media.

If you apply for a position with us all the information you provide during the recruitment process will only be used for the purpose of contacting you and progressing your application. We will not share any of the information you provide during the recruitment process with any third parties and we will not include your information in our contact spreadsheet database.

The information we ask for such as your name, contact details, work experience, qualifications, entitlement to work and referees, will be used to assess your suitability for the role you have applied for. It will be accessible to the senior management team.

If you are successful, the information you provide during the application process will be retained in your employment file for the duration of your employment plus up to two years.

If you are unsuccessful at any stage of the process the information you have provided up to that point will be retained for 6 months after the end of the recruitment process for that role.

How you can manage the data we store

If you believe that any information we hold on you is incorrect, incomplete or you wish us to delete any information we hold, please email us at the address below with your request and the correct details. We will update our information promptly.

If you change your mind about receiving email information from us, you can easily do so by:

- Unsubscribing from the next mailing you receive
- Email us directly at causeway.jersey@gmail.com or call us on 01534 615989

Access to your personal information

You may request details of the personal information we hold about you by making a subject access request under the Data Protection (Jersey) Law 2018.

You need to make a request by email to us at causeway.jersey@gmail.com and if we do have personal information about you we will respond by describing the information we have, telling you why we are holding it and what we do with it.

Data protection and security

Any personal information we hold about you is stored securely and processed under our data protection obligations as specified in the Data Protection (Jersey) Law 2018. We will always hold your information securely.

Changes to this privacy policy

We keep our privacy policy under regular review and this policy was last updated on 11th February 2020.

Further questions?

If you have any questions about our Privacy Policy, please email us on causeway.jersey@gmail.com or telephone us on 01534 615989.

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