



## JACC Data protection Policy

The Jersey Association of Child carers (JACC) is a registered data controller, our data protection registration number is: 62769. Our designated Lead Data Controller is Marie Wilson.

The way in which we process personal data is governed by data protection law, which includes the Data Protection (Jersey) Law 2018, the Data Protection Authority (Jersey) Law 2018 and where relevant, the General Data Protection Regulation (EU) 2016 (GDPR) This policy complies with the above laws and regulations.

As an association, we ensure that at no time will the information be sold or passed to organisations for marketing or sales purposes or for any third-party commercial use unconnected to the association, without your prior express consent. When you join as an association member or create a profile on our website, the information we ask for is solely used for providing the service we offer. This service is to create a platform for introducing childminder vacancies to potential client families in Jersey. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our website; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

Your personal data may be disclosed to a third party such as the Government of Jersey if we are under the duty to disclose or share your personal data in order to comply with any legal obligation.

As a controller, under the Data Protection (Jersey) Law 2018 we process and hold your information in order to provide public services and meet our statutory obligations. We may not be able to provide you with a service unless we have enough information, or your permission to use that information, the information is provided to enter into client relationships and provide the services you have asked us to provide.

If, as a registered childminder you create a profile, your Name, contact details and photograph will be displayed on our platform ( [www.jacc.org.je](http://www.jacc.org.je) ) for other users (the general public) to see only, this will only be added once it has been reviewed and approved by our moderation team within the JACC Committee, all profile data is added and removed by our website moderator Meadon Marketing.

Our platform features our own unique secure contact form. This comes to us via email. Our emails are moderated by a limited number of people on the JACC committee, all adhering to the Data Protection (Jersey) Law 2018 and know privacy is of

upmost necessity. Relevant updates to existing information are made via the completion of a secure google docs form and sent directly to a secure JACC google drive, monitored by a limited number of JACC committee members.

Emails received from the general public seeking childcare, are also moderated by a limited number of JACC committee members and are disposed of once acted upon, personal information including your name and contact information is only ever shared to our association members once we have received written consent from the sender. This information is shared via our private JACC members Facebook group and is only available to be viewed by our members. This information is monitored and removed on a regular basis by our JACC data controller.

All members are without exception required to be fully paid-up members of the JACC and registered yearly as data controllers with JOIC. All data held by childminders once retired, is surrendered to CEYS for the remainder of the required retention schedule.

To ensure this information is not shared freely, we ask that all JACC members have an individual, personal Facebook account. All posts including personal information, are deleted once the position has been filled or after 30 days.

Data kept on members is secured on Google docs via a password and no paper copies are kept. The data kept includes the members name and address, email address, telephone number and previous addresses and any other information you may provide to us by filling out the contact form on our website. This information is kept for the longevity of the paid membership, and no longer than is necessary for the purposes of which the personal information was collected, once the membership ceases all data will be deleted.

We collect this data in order to carry out and maintain the services requested.

We follow security procedures as required under the Data Protection (Jersey) Law 2018 to protect the information that we store about you from unauthorised access.

Your rights: You can ask us to stop processing your information, to correct or amend your information, for a copy of the information we hold about you. You can also request that the processing of your personal data is restricted and withdraw your consent to the processing of your information at any time.

If you have a complaint about the way in which your information is being used, please contact [enquiries@jerseyoic.org](mailto:enquiries@jerseyoic.org) or visit [www.jerseyoic.org](http://www.jerseyoic.org) (Jersey office of the information commissioner)

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