



Jewish Volunteering Network - Privacy Policy on Personal Data

About the Jewish Volunteering Network (JVN)

JVN aims to promote volunteering within the charity sector in the Jewish and wider communities, to connect, support and place volunteers in volunteering opportunities and to support charities to work in the most optimal way with volunteers at all levels. JVN also raises funds and awareness about our work through events and other activities.

This Policy

This Policy sets out the basis on which the Jewish Volunteering Network, charity number: 1130719 ('JVN') ('the Charity'), collects and uses personal data (that is, information by which an individual can be identified) about you when JVN carries out its activities. This Policy explains JVN's obligations and individual rights under the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and any related or subsequent UK data protection legislation and regulations ('Data Protection laws').

References in this Policy to the processing of information includes the collection, use, storage and protection of data, whether electronic or hard copy.

For most of the personal data covered by this Policy, JVN acts as the data controller because it decides why and how that personal data is processed. JVN is committed to ensuring that your privacy is protected. All personal data collected by JVN will be processed in accordance with this Policy.

JVN will only process personal data where it has identified an appropriate lawful basis under Data Protection laws. The lawful basis will depend on the purpose for which the personal data is being used. Examples of where we have a legal basis to process your personal data, include when:

- we have your consent;
- it is in JVN's legitimate interest to process your personal data; and/or
- it is necessary in relation to a contract or agreement we have with you (or to take steps at your request prior to entering into that contract; and/or
- it is necessary to comply with a legal obligation.

Where JVN relies on consent, individuals can modify or withdraw their consent at any time by written notification, although this may affect the extent to which JVN is able to provide certain services or continue particular communications.

JVN may update this policy from time to time. Any changes will be made in line with Data

Commented [WBD1]: JVN: Ideally this would be clearer when JVN is a controller v processor. Please see proposed updated wording and the suggested move of the 'processor' wording.

Commented [WBD2]: JVN: Ideally we would set out all the types of data and lawful basis/special category processing conditions. We have adopted a risk based approach here and not included these in full at this stage, but would be happy to have a call with you to discuss and understand the processing activities in further detail, so that we can list these lawful basis and conditions out in further detail.

Protection laws, and JVN will continue to process personal data in accordance with the individuals' rights and JVN's legal obligations.

What personal data do we collect?

JVN collects and processes personal data where it is necessary for JVN to carry out its charitable purposes and day-to-day activities. This includes personal data needed to support volunteering opportunities and placements, work with charities and partner organisations, manage fundraising and donations, organise and promote events and training, send supporter communications and updates, maintain accurate records, and carry out JVN's internal administration, governance and legal obligations. Personal data collected and processed may include, but is not limited to:

- Names and contact information such as telephone numbers, email and postal addresses
- Donor records (including payment information) and preferences
- Where an individual enter an application for one of the Awards that JVN runs, we may carry out certain background checks on the candidates to help validate the individual's application. These background checks may involve us processing personal data such as social media and is necessary for our legitimate purposes to help protect the reputation of JVN.
- JVN employee and volunteer personnel information (including contact details, emergency contacts, role information, salary and benefits information, absence or safeguarding-related information and details relating to any relevant investigations or HR processes that involve the individual employee/volunteer where relevant)
- Such other information that is relevant and necessary for JVN to carry out its activities, charitable purposes and legal obligations.

JVN may, where necessary and appropriate, process special category data. This may include information about health, disability, accessibility needs, religious or philosophical beliefs, racial or ethnic origin, or other information connected to protected characteristics where this is relevant to JVN's charitable activities, volunteer placements, events, employment, safeguarding, equality monitoring, reasonable adjustments or legal obligations.

JVN will only process special category data where it has been identified an appropriate lawful basis under Data Protection laws and, where required, an additional special category condition applies. JVN will treat this information with particular care, limit access to those who need it for a legitimate purpose, and ensure appropriate safeguards are in place.

Where JVN acts as a data processor

JVN may sometimes receive personal data from another organisation. In those cases, the other organisation will usually be responsible for deciding why and how the personal data is used. JVN will process the personal data only for the agreed purpose and in line with any lawful instructions given to it. Where JVN processes personal data on behalf of another organisation, JVN will act as a data processor.

What JVN does with the personal data it processes as a data controller

JVN uses the personal data collected to maintain accurate internal records of our engagement with volunteers, charities, supporters, partner organisations, staff, trustees and others. These records support our charitable activities, including connecting volunteers with suitable activities, recording volunteering activity, working with charities and partner organisations and raising funds and awareness about our work through campaigns and events.

Personal data may be processed and viewed, to the extent necessary, by employees, trustees and volunteers in the course of JVN's activities. Access will be limited to those who need it for legitimate JVN purposes (all of whom work in accordance with this Privacy Policy) and will be retained only for as long as is reasonable, necessary and permissible in law. JVN will review retention periods regularly and, when personal data is no longer required, it will be securely deleted, anonymised or archived as appropriate. JVN expects employees, trustees and volunteers to maintain full confidentiality of this data.

The data of individuals seeking to volunteer with other charities may be shared with them in the course of seeking suitable connections. Data subjects may request removal from mailing lists and deletion of their data at any time in writing, deletion may be subject to legal, regulatory, safeguarding, accounting or contractual reasons for retaining certain information.

Individuals' rights in relation to their personal data

You have certain rights with respect to your personal data. The rights will only apply in certain circumstances and are subject to certain exemptions.

	Summary of your rights
Right of access to your personal information	You have the right to receive a copy of your personal data that we hold about you and information about how we use it, subject to certain exemptions.
Right to rectify your personal information	You have the right to ask us to correct your personal data that we hold where it is incorrect or incomplete.
Right to erasure of your personal information	You have the right to ask that your personal data be deleted in certain circumstances. For example: • where your personal data is no longer necessary in relation to the purposes for which it was collected or otherwise used; • if you withdraw your consent and there is no other legal ground for which we rely on for the continued use of your personal information; • if you object to the use of your personal data (as set out below); • if we have used your personal data unlawfully; or

	Summary of your rights
	if your personal data needs to be erased to comply with a legal obligation.
Right to restrict the use of your personal information	You have the right to suspend our use of your personal data in certain circumstances. For example: - where you think your personal data is inaccurate but only for so long as is required for us to verify the accuracy of your personal data; - the use of your personal data is unlawful and you oppose the erasure of your personal data and request that it is suspended instead; - we no longer need your personal data, but your personal information is required by you for the establishment, exercise or defence of legal claims; or - you have objected to the use of your personal data and we are verifying whether our grounds for the use of your personal information override your objection.
Right to data portability	You have the right to obtain your personal data in a structured, commonly used and machine-readable format and for it to be transferred to another organisation, where it is technically feasible. The right only applies: - to personal data you provided to us; - where we rely on the following legal bases: - consent; or - for the performance of a contract; and - when the use of your personal data is carried out by automated (i.e. electronic) means.
Right to object to the use of your personal information	You have the right to object to the use of your personal data in certain circumstances and subject to certain exemptions. For example: - where you have grounds relating to your particular situation and we use your personal data for our legitimate interests (or those of a third party); and - if you object to the use of your personal data for direct marketing purposes.
Right to withdraw consent	You have the right to withdraw your consent at any time where we rely on consent to use your personal data.

Who may we disclose your personal data to?

JVN will only share personal data with trusted third parties where this is necessary for legitimate JVN purposes. This includes:

- our business partners, service providers and sub-contractors for the performance of any contract we enter into with you (for example, our IT providers, marketing service providers, security service providers, insurance providers and document storage providers);
- our professional advisors (including accountants, lawyers and auditors) that assist us in carrying out our business activities; and

For a full list of the third parties with whom your personal information may be shared, please contact us using the details below.

We will also disclose your personal information to other third parties, for example:

- in the event that we sell or buy any business or assets, we will disclose your personal information to the prospective seller or buyer of such business or assets;
- if we or substantially all our assets are acquired by a third party, personal information held by us will be one of the transferred assets; and
- if we are under a duty to disclose or share your personal information to comply with any legal obligation.

Where personal data is transferred outside the UK, JVN will ensure that appropriate safeguards are in place as required by Data Protection laws.

Data protection contact

If individuals have any questions about how JVN handles their personal data, wish to make a subject access request, ask JVN to correct or delete personal data, withdraw consent, raise a data protection concern or make a complaint, they should contact JVN's data protection contact in the first instance.

Data protection contact: Nicky Goldman, Chief Executive
Contact details: nicky@jvn.org.uk

Individuals also have the right to complain to the Information Commissioner's Office (ICO) if they are unhappy with how JVN has handled their personal data.

Further information about data protection and privacy rights is available on the Information Commissioner's website at: <https://ico.org.uk/your-data-matters>.

Security

JVN is committed to ensuring that personal data is kept secure. To help prevent unauthorised access, loss, misuse or disclosure, JVN has put in place appropriate technical and organisational measures to safeguard and secure the personal data it processes. Access to personal data will be limited to those who need it for legitimate JVN purposes, and anyone processing personal

data on behalf of JVN is expected to maintain confidentiality and comply with this policy and JVN's data protection and security requirements.

Personal data will be stored securely, whether held electronically or in paper form, and JVN will take reasonable steps to ensure that records are protected against unauthorised access, accidental loss, damage or destruction. Where personal data is no longer required, it will be securely disposed of, deleted, anonymised or archived in line with JVN's retention requirements.

If JVN becomes aware of a personal data breach, it will take prompt action to investigate, contain and manage the breach. JVN will assess any potential risk to individuals and will comply with any reporting obligations to the Information Commissioner's Office (ICO) and affected individuals where required by Data Protection laws.

The transmission of information over the internet is inherently insecure and JVN cannot guarantee the security of data sent over the internet. Those who use the JVN website are responsible for keeping their login credentials confidential.

Web Browsing and Cookies

Cookies are small text files that may be placed on a user's device when they visit a website. They can help a website work properly, remember user preferences, understand how the website is used, and improve the user experience. Similar technologies may also be used to store or access information on a user's device.

JVN may use cookies and similar technologies on its website. Some cookies are necessary for the website to operate or to provide services requested by the user. These essential cookies may be used without consent where permitted by law. JVN will only use non-essential cookies, such as analytics, performance, functionality or marketing cookies, where users have been given clear information and, where required, have provided valid consent in line with applicable Data Protection laws and the Privacy and Electronic Communications Regulations.

Where JVN uses cookies to analyse website traffic or understand how visitors use the website, this information will be used for statistical analysis purposes, to help improve the website and JVN's services. Where the information collected through cookies or similar technologies is personal data, JVN will process it in accordance with Data Protection laws, this privacy policy and any relevant cookie information provided to users.

Users will be given clear information about the cookies used and, where required, the ability to accept, reject or manage non-essential cookies. Users can withdraw or change their cookie consent choices at any time. Users can also usually manage or disable cookies through their browser settings, although this may affect how the website functions.

Links to other websites

Our website may contain links to other websites of interest. We cannot be responsible for the protection and privacy of any information which users provide whilst visiting such sites and such sites are not governed by this privacy policy.

Approved by JVN Trustees in September 2026.