

Jay & Jane

www.jay-and-jane.com

✉: jayandjane@riseup.net

🐦: socialimpactcpl

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🌐: Jay & Jane



CLIENTS DATA PRIVACY NOTICE

What information is being collected?

The information we are collecting includes:

- Client's name
- Client's physical address
- Client's billing address (if different from physical)
- Client's contact number
- Client's email address
- Client's website
- Description of services agreed, which can include sensitive and confidential information about the client e.g. passwords of online accounts to meet the contract

Who is collecting it?

Jay & Jane are collecting and processing this information.

How is it collected?

Most clients firstly contact Jay & Jane via our website "Contact" page, "Social Fund" page, email, Twitter, Facebook and Instagram, with Jay & Jane using this data to contact the client to potentially set-up a consultation meeting to gather more information about the proposed project/work and draw up a Work Contract.

This data is collected electronically, with Jay & Jane and the Client signing a Work Contract and then Jay & Jane issuing invoices in line with the payment structure decided.

We use Mega to store our work.

How will it be used?

We collect and process this data for several reasons, including:

Purpose	Personal information used	Lawful basis
To complete the work we have been contracted to do.	<ul style="list-style-type: none">• Client's name• Client's physical address• Client's billing address (if different from physical)• Client's contact number• Client's email address• Client's website• Description of services agreed, which can include sensitive and confidential information about the client e.g. passwords of online accounts to meet the contract	Processing is necessary for the performance of a contract to which the data subject is party, with the data collected needed for Jay & Jane to complete the client's request as specified in the Work Contract.
To be able to keep receipts and invoices alongside the Contracts for our accounts.	<ul style="list-style-type: none">• Client's name• Client's physical address• Client's billing address (if different from physical)• Client's contact number• Client's email address• Description of services agreed, which can include sensitive and confidential information about the client e.g. passwords of online accounts to meet the contract	Processing is necessary for compliance with a legal obligation to which the controller is subject, with this relating to the legal obligations Jay & Jane have to submit a tax return to HMRC and maintain evidence of income and expenditure for at least 5 years.

For some of your personal information you will have a legal, contractual or other requirement or obligation for you to provide us with your personal information. If you do not provide us with the requested personal information we may not be able to properly perform our contract with you or comply with legal obligations and we may have to terminate our Work Contract. For other personal information you may not be under an obligation to provide it to us, but if you do not provide it then we may not be able to properly perform our contract with you

Who will it be shared with?

Jay & Jane may share our invoices and receipts with HMRC if this is requested.

Data Controller

The data controller is Jay & Jane.

Address of data controller: Jay & Jane, 1 Furnival Street, Sheffield

Email: jayandjane@riseup.net

You can talk to Jay & Jane regarding data protection matters at any point by emailing us at jayandjane@riseup.net

Retention Period

We will keep receipts and invoices alongside the Work Contracts for our accounts, which we need to maintain a record of legally, for 5 years.

We will delete and anonymise data once we have completed the work according to the Work Contract.

Data Subjects Rights

The GDPR provides the following rights for individuals:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

For more, see here: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

Changes to This Notice

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.