



Website Privacy Policy

Junction Point respects and value the privacy of everyone whose data we hold including our clients, those we interact with in the course of our work and visitors to this website, www.junctionpoint.co.uk We will only collect and use personal data in the ways that are described in this Policy and in a manner that is consistent with our obligations and your rights under the law. Please read this Privacy Policy carefully and ensure that you understand it. Your acceptance of this Privacy Policy is deemed to occur upon your first use of Junction Point's Site, on registration for one of our products or services or on your first interaction with Junction Point by some other means.

1. Definitions and Interpretation

In this Policy, the following terms shall have the following meanings:

- "personal data" refers to any and all data that relates to an identifiable person who can be directly or indirectly identified from that data and in this Policy, specifically means any personal data that Junction Point collects, stores or processes in delivering its products or services or otherwise in the course of running its business.
- "Junction Point" (and also "we", "our" or "us") means Junction Point, a limited company (11656803) whose registered office is at John Buddle Work Village, Buddle Road, Newcastle upon Tyne, NE4 8AW. This Policy shall, where and so far, as applicable, incorporate the definitions provided in the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR").

2. Information About Junction Point

2.1 Junction Point's Site is owned and operated by Junction Point.

2.2 Junction Point's Data Protection Officer is Kate Duffy, who can be contacted by email at info@junctionpoint.co.uk, or by post at Junction Point, John Buddle Work Village, Buddle Road, Newcastle upon Tyne, NE4 8AW.

3. What Does This Policy Cover?

This Privacy Policy applies to all personal data that Junction Point collects, stores or processes in delivering its services or otherwise in the course of its business. As such it covers all personal data which we hold or process about or on behalf of our clients; other users or subscribers to any of our products or services; or persons providing services to Junction Point. This Policy also covers your use of Junction Point's Site. Our Site may contain links to other websites. Please note that we have no control over how your data is collected, stored, or used by other websites and we advise you to check the privacy policies of any such websites before providing any data to them.

4. Your Rights

4.1 As a data subject, you have the following rights under the GDPR, which this Policy and Junction Point's use of personal data have been designed to uphold:

- 4.1.1** The right to be informed about Junction Point's collection and use of personal data;
- 4.1.2** The right of access to the personal data Junction Point holds about you (see section 12);
- 4.1.3** The right to rectification if any personal data Junction Point holds about you is inaccurate or incomplete (please contact us using the details in section 14);

4.1.4 The right to be forgotten – i.e. the right to ask Junction Point to delete any personal data we hold about you (we only hold your personal data for a limited time, as explained in section 6.5 but if you would like us to delete it sooner, please contact us using the details in section 14);

4.1.5 The right to restrict (i.e. prevent) the processing of your personal data;

4.1.6 The right to data portability (obtaining a copy of your personal data to re-use with another service or organisation);

4.1.7 The right to object to Junction Point using your personal data for particular purposes; and

4.1.8 Rights with respect to automated decision making and profiling.

4.2 If you have any cause for complaint about Junction Point's use of your personal data, please contact us using the details provided in section 14 and we will do our best to solve the problem for you. If Junction Point is unable to help, you also have the right to lodge a complaint with the UK's supervisory authority, the Information Commissioner's Office.

4.3 For further information about your rights, please contact the Information Commissioner's Office or your local Citizens Advice Bureau.

5. What Data Does Junction Point Collect?

The personal data which we may collect will vary depending on the nature of your interaction with Junction Point but might include some or all of the following personal and non-personal data:

5.1 your name;

5.2 the name of the charity/ business that you work for or represent;

5.3 the sector or cause in which your organisation operates, including any faith basis for that organisation;

5.4 your job title and/or profession;

5.6 your contact information such as email, postal address and telephone numbers;

5.7 demographic information about you, such as postcode, preferences, and interests;

5.8 (in the case of users of Junction Point's Site) your IP address, web browser type and version and details of your operating system.

6. How Does Junction Point Use Your Data?

6.1 All personal data shall be processed and stored securely, for no longer than is necessary in light of the reason(s) for which it was first collected. Junction Point will comply with its obligations and safeguard your rights under the Data Protection Act 2018 and/or GDPR at all times. For more details on security see section 7, below.

6.2 Junction Point's use of your personal data will always have a lawful basis, either because it is necessary for our performance of a contract with you, because you have consented to our use of your personal data (e.g. by subscribing to emails), or because it is in our legitimate interests. Specifically, Junction Point may (without limitation) use your data for the following purposes:

6.2.1 Supplying Junction Point's products and/or services to you (please note that we require your personal data in order to enter into a contract with you);

6.2.2 Personalising and tailoring our products and/or services for you;

6.2.3 Delivering services to a third party which requires the processing of your data, for example where we are undertaking a Trustee recruitment campaign for a client;

6.2.4 Replying to emails from you;

6.2.5 Supplying you with emails that you have opted into (you may unsubscribe or opt-out at any time by emailing info@junctionpoint.co.uk or clicking on the unsubscribe link within the email);

6.2.6 Market research;

6.2.7 Reporting to third parties where products and/or services have been provided to you at their cost; and

6.2.8 Procuring services from you or working with you in the course of Junction Point's business.

6.3 With your permission and/or where permitted by law, we may also use your data for marketing purposes which may include contacting you by email, telephone, text message and/or post with information, news, and offers on our products and services. We will not, however, send you any unsolicited marketing or spam and will take all reasonable steps to ensure that it fully protects your rights and complies with its obligations under the Data Protection Act 2018, the GDPR and the Privacy and Electronic Communications (EC Directive) Regulations 2003. We will provide ample opportunity to opt out of the receipt of any such marketing materials

6.4 You have the right to withdraw your consent to Junction Point using your personal data at any time, and to request that we delete it.

6.5 Junction Point does not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected. Data will therefore be retained for the following periods (or its retention will be determined on the following bases):

6.5.1 Where personal data about a client (or a provider of services to Junction Point) has been obtained in order to deliver paid-for services, this may be retained for a period of up to seven years following the end of the relevant contract;

6.5.2 Personal data in respect of third parties, obtained in the course of delivery of our services shall be retained for up to three years;

6.5.3 All other personal data shall be retained for up to three years from the date on which the purpose(s) for which it was obtained cease to apply.

7. How and Where Does Junction Point Store Your Data?

7.1 Junction Point only keeps your personal data for as long as we need to in order to use it as described above in section 6, and/or for as long as Junction Point has your permission to keep it.

7.2 Some or all of your data may be stored outside of the European Economic Area ("the EEA") (The EEA consists of all EU member states, plus Norway, Iceland, and Liechtenstein). You are deemed to accept and agree to this by using our services or our Site or by otherwise submitting or providing information to Junction Point. If we do store data outside the EEA, we will take all reasonable steps to ensure that your data is treated as safely and securely as it would be within the UK and in compliance with the Data Protection Act 2018 and the GDPR.

7.3 Junction Point has put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

7.3.1 Junction Point has put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

8. Does Junction Point Share Your Data?

8.1 Subject to the exceptions set out below (and/or elsewhere in this Policy) we will not share any of your data with any third parties for any purposes, unless you have expressly given your consent for us to do so:

8.1.1 In certain circumstances, we may be legally required to share certain data held by Junction Point, which may include your personal data, for example, where we are involved in legal proceedings, where we are complying with legal obligations, a court order, or a governmental authority or where necessary to protect the rights, property, or safety of Junction Point or others.

8.1.2 We may sometimes contract with third parties to facilitate the effective operation of our business and/or to supply services to you on our behalf. These services may include payment processing, delivery of our services, search engine facilities, email and other electronic communication tools, data back-up and other IT services, advertising, and marketing. In some cases, these services may include or require access to some or all of your data. In such circumstances, we will take all reasonable steps to ensure that your data will be handled safely, securely, and in accordance with your rights, our obligations, and the obligations of the third party under the law.

8.1.3 In delivering its services, Junction Point sometimes acts as the data processor for a client (which is the data controller), for example, where we run a recruitment campaign on behalf of a client and deal directly with applicants. In such cases, your personal data may be shared with the data controller.

8.1.4 We may compile statistics about the use of Junction Point's Site including data on traffic, usage patterns, user numbers, and other information. All such data will be anonymised and will not include any personally identifying data, or any anonymised data that can be combined with other data and used to identify you. We may from time to time share such data with third parties such as prospective investors, affiliates, partners, and advertisers. Data will only be shared and used within the bounds of the law.

8.2 We may sometimes use third party data processors that are located outside of the EEA. Where we transfer any personal data outside the EEA, we will take all reasonable steps to ensure that your data is treated as safely and securely as it would be within the UK and in compliance with the Data Protection Act 2018 and the GDPR, including ensuring compliance with Privacy Shield requirements.

9. What Happens If Junction Point's Business Changes Hands?

9.1 Junction Point may, from time to time, expand or reduce our business and this may involve the sale and/or the transfer of control of all or part of our business. Any personal data that you have provided will, where it is relevant to any part of our business that is being transferred, be transferred along with that part and the new owner or newly controlling party will, under the terms of this Privacy Policy, be permitted to use that data only for the same purposes for which it was originally collected by Junction Point.

9.2 In the event that any of your data is to be transferred in such a manner, you might not be contacted in advance and informed of the changes.

10. How Can You Control Your Data?

10.1 When you register for one of our Services or submit personal data via our Site, you may be given options to restrict Junction Point's use of your data. In particular, we aim to give you strong controls on our use of your data for direct marketing purposes (including the ability to

opt-out of receiving emails from Junction Point which you may do by unsubscribing using the links provided in our emails and at the point of providing your details).

10.2 You may also wish to sign up to one or more of the preference services operating in the UK: The Telephone Preference Service (“the TPS”), the Corporate Telephone Preference Service (“the CTPS”), and the Mailing Preference Service (“the MPS”). These may help to prevent you receiving unsolicited marketing. Please note, however, that these services will not prevent you from receiving marketing communications that you have consented to receiving.

11. Your Right to Withhold Information

You may access certain areas of Junction Point’s Site without providing any data at all. However, to use all features and functions available, you may be required to submit or allow for the collection of certain data.

12. How Can You Access Your Data?

You have the right to ask for a copy of any of your personal data held by Junction Point (where such data is held). Under the GDPR, no fee is payable and we will provide any and all information in response to your request free of charge. Please contact us for more details at info@junctionpoint.co.uk or using the contact details below in section 14.

13. Cookies

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site.

14. Contacting Junction Point

If you have any questions about this Privacy Policy, please contact Junction Point by email at info@junctionpoint.co.uk, or by post at John Buddle Work Village, Buddle Road, Newcastle upon Tyne, NE4 8AW. Please ensure that your query is clear, particularly if it is a request for information about the data Junction Point holds about you (as under section 12, above).

15. Changes to Junction Point’s Privacy Policy

Junction Point may change this Privacy Policy from time to time (for example, if the law changes). Any changes will be immediately posted on Junction Point’s Site and you will be deemed to have accepted the terms of the Privacy Policy on your first subsequent use of our Site, registration of continued use of our products or services, or interaction with Junction Point by some other means. We recommend that you check this page regularly to keep up-to-date.