



November 2025

Privacy Policy – ADHD Jersey

ADHD Jersey (NPO07740) is a not-for-profit organisation who provide practical support, education and community for people of all ages living with ADHD. From support groups and training to programmes for young people and adults, we help individuals and families navigate ADHD with confidence.

In respect of personal data that we process, we are also a Controller, as defined in the Data Protection (Jersey) Law 2018 ('DPJL'), the law that we follow in Jersey for data protection matters. We take the governance and security of all personal data in our possession extremely seriously.

If you have any questions about this policy or any Data Protection queries you may contact our Data Protection Officer at dataprotection@adhd.je

Our registered office address is:

ADHD Jersey Hub, 6/7 Mulcaster St, St Helier, Jersey JE2 3NJ

More information about your rights and our responsibilities under the DPJL can be found on the website of the Jersey Office of the Information Commissioner (our regulator in respect of data protection) at www.jerseyoic.org

Data Protection Principles

We are required and are committed to processing all personal data in accordance with our obligations under the DPJL. Personal data is any information that identifies or can identify a natural, living person. Essentially therefore, data protection is about people protection.

The DPJL requires that personal data (ie personal information) shall be:

- Processed fairly, lawfully and transparently
- Collected for specified, explicit and legitimate purposes and not further processed in a manner incompatible with those purposes
- Limited to what is necessary for the purposes
- Accurate and where necessary up to date
- Kept only for as long as necessary for the purposes
- Processed with appropriate security

These are commonly known as Data Protection Principles. As the Controller we are accountable for ensuring compliance with these Principles.

Why we collect your personal data and what do we use it for?

We collect personal data for a number of different specific and lawful purposes, including, but not limited, to:

Medical purposes - including the provision of care, treatment and/or services - we collect and hold information about patients and next of kin to enable us to give the correct information and advice and to contact you and your loved ones

Education – we collect and hold information on those who attend our courses

Recruitment - during the job application process for the purpose of reviewing your application; if you are successful, this information will be held on your employment file for the administration of human resources activities

Donations - we collect and hold information from donors and supporters so that we can inform you of how your support has helped ADHD Jersey

Events - when you sign up for an event, you may also be asked for health information and emergency/next of kin contact information for health and safety reasons. We will always be clear about what information we want, and why we need it

Website statistics - we automatically collect technical data from visitors to our website (using cookies) to ensure that content from our website is presented in the most effective manner for you and for your computer

Visitors – visitors to the ADHD Hub - we collect identifying information from all visitors to our premises to ensure safety and security of everyone on site

Employees and volunteers - as an employer, we collect and maintain information for the administration of human resources matters and the management of volunteering resources

Lawful basis

Personal data may only be collected and processed where there is a lawful reason to do so. We will collect personal information for a number of purposes as set out above, and each time we will consider our reason for doing so from the list below:

- Consent
- Contract
- Vital interests
- Public functions

- Legitimate interests

Where special category personal data are processed for the purposes set out above, we use a different list to consider our reason for doing so, which includes:

- Consent
- Other legal obligations
- Employment and social fields
- Vital interests
- Non-profit associations
- Public functions or Public interest
- Medical purposes
- Public Health
- Archiving and research
- Avoidance of discrimination
- Prevention of unlawful acts
- Protection against malpractice and mismanagement
- Counselling
- Insurance and pensions

When do we collect personal data?

We collect personal data at different points in time, including, but not limited, to:

- When our services are accessed by patients and other service users
- When you sign up for one of our courses
- When we are contacted by you by any means with queries or complaints
- When you visit the ADHD Hub
- When information is required for health and safety purposes eg if there is an accident at any of our premises, and we need to complete an accident form
- When applications for a role with us are submitted (via website, post or using an agency)
- When you fill in any of our online or printed forms to make a donation, sign up to an event, or to receive information and updates from ADHD Jersey

We will use your information to keep you informed of our work, our latest news and to ask for donations or other fundraising support. You can choose to opt-out of receiving further communications from us at any point by emailing hello@adhd.je or clicking the link in our newsletter

Sometimes, the information you provide is collected by an organisation working on our behalf, we use the following trusted Processors, to process your data on our behalf:

- Beacon
- JustGiving

- Race Nation

We are responsible for your data at all times and have robust security and privacy measures in place to manage and protect your personal data.

What personal data do we collect and how much do we need?

We collect different elements of personal information depending on the purpose, as outlined above. Because of this, we provide a short data processing statement whenever we collect personal information (this is known as a data collection point) explaining a few key things specific to that particular data collection. This will include letting you know if your data is likely to be transferred outside of the EEA, for example where the relevant server holding the information is outside this area.

Only information which is relevant and necessary for the intended purpose is collected (ie the minimum amount that we need).

In some circumstances, we need to collect and process special category data (this is data which is particularly sensitive, such as health data) and all such information is afforded a higher level of protection.

Who has access to your personal data and how do we protect it?

We take our obligations under the DPJL seriously, having robust policies and procedures in place to ensure that your information is protected and kept confidential. These include (but are not limited to)-

- ensuring access to systems containing personal information is restricted to only authorised staff who needs access in order to carry out their duties, utilising the principal of least privilege.
- using appropriate technical and organisational measures to protect your information against unauthorised or unlawful use and against accidental loss, destruction, or damage
- appointing a trustee responsible for cyber security and IT operations to ensure our systems are protected, secure, and appropriately backed up
- appointing a Data Protection Officer to monitor our compliance with the DPJL, and to advise, train, and educate staff (including temporary staff and volunteers) on our Data Protection and Cyber Security obligations if they process your personal information

We will not disclose your personal information except where we have a lawful basis for doing so and we will not sell or rent your personal information to third parties.

Using the services of Processors

In order to provide our products and services, we may occasionally appoint someone else to process your personal information on our behalf. These may include organisations who support us with Information technology ('IT'), event administration (such as Eventbrite), recording Donors and Volunteers information, incident reporting and secure destruction of data.

When you are using our secure online donation pages, your donation is processed by a third-party payment processor who specialises in the secure online capture and processing of credit/debit card transactions. If you have any questions regarding secure transactions, please contact us.

How long do we keep your personal data for?

We only keep your information for as long as is necessary for the purpose for which it was collected. This is known as the retention period. We have an internal record of the personal information that we hold (known as a Data Asset Inventory) and a Record Retention Schedule which sets out for how long each type of record will be held. At the end of the retention period your information will be securely deleted.

It is important that the information that we hold is accurate and, where necessary, kept up to date, so please let us know if anything changes.

What are your rights in relation to your personal data?

You have certain legal rights regarding what we do with your information including getting access to your information, the right to withdraw any consent you may have given us eg if you have provided your details for marketing purposes, and the right to complain to a supervisory body. Full details are provided at www.jerseyoic.org