

# **Privacy Policy – Websites**

## **Your personal information and what we collect**

We capture or store any personal information about you when you access our website in the form of your Internet Protocol Address (IP address). We will also store your email address if you subscribe to the site.

We also store names, job titles, contact numbers and email addresses of individual persons who work for the organisations who's websites are displayed on this website. This information is used to assist the general public in accessing services.

## **When you sign up for our services**

We store your contact information to understand your needs and provide you with a personalised service.

We do not share the information you provide with any third parties and we protect it in accordance with the Data Protection (Jersey) Law 2018.

If you no longer wish to have your personal information on our site or you wish to up-date the information we hold, you can contact us on [advice@cab.org.je](mailto:advice@cab.org.je) and we will remove or up-date your information.

You can also contact us, in writing, to ask what information we hold about you. We will respond to your request within 30 days and you will be required to prove your identity in order to do this.

## **When you contact us**

If you contact us asking for information, we may need to send your enquiry to other organisations in order to respond to your request.

## **Cookies**

We use cookies on our website. Cookies are small files which can be stored on your computer when you visit a website. These files contain information about the webpages you look at so that the next time you visit the site it can be customised to meet your needs.

## **Links to other websites**

Links on our website may lead to other websites which are not under our control. Using these links does not mean these organisations can access information about you which is held by the Jersey Online Directory or Citizens Advice Jersey.

This privacy policy only covers the Jersey Online Directory website ([www.jod.je](http://www.jod.je)) and Citizens Advice Jersey site [www.citizensadvice.je](http://www.citizensadvice.je). Websites linked to, and from, these sites are not covered by this policy so you should always read the privacy statement on that website.

The websites are not responsible for the content of external websites.

## **Google Analytics**

We use Google Analytics to help us understand how you engage with our website so that we can continually improve your experience.

When you visit the sites your browser automatically sends certain information to Google. This includes, for example, the web address of the page that you're visiting and your IP address.

Learn how to control the information your browser sends to Google on Google's website.

## **IP address**

Your computer's IP address is a number assigned to your computer when you use the internet. This is recorded automatically in a log file when you visit our site. This log file does not contain any personal identifiable information about you.

## **The Data Protection Law**

We comply with the Data Protection (Jersey) Law 2018, and the good practice for the handling of personal data contained within that act.

Information we collect about you will not be disclosed to any third party without your prior consent or the requestor's demonstrated legal authority to receive it.

## **Data Controller and Data Processors**

The Data Controller for this site is;

Jersey Citizens Advice Bureau Limited, St Paul's Centre, New Street, St Helier, Jersey – JE2 3WP

Email: [advice@cab.org.je](mailto:advice@cab.org.je)

Tel No: 0800 735 0249

The Data Processors for this site are Citizens Advice Jersey, Google, The Refinery and Open Objects Software Ltd – Idox.

### **Changes to this policy**

We may, at any time, revise this privacy statement without notice so you should check it regularly.